

# MNCIS Odyssey Release 2008 Overview



MINNESOTA  
JUDICIAL BRANCH

## MNCIS Odyssey Release 2008 Overview

Released December 29, 2008 (anticipated release date for Release 2008 is January 23, 2009)



Copyright © 2009 by the State of Minnesota  
State Court Administrator's Office  
All Rights Reserved  
(ITD\_SP\_0664)

## Table of Contents

<b>About this Document .....</b>	<b>4</b>
<b>General.....</b>	<b>5</b>
New MNCIS Release 2008 Download .....	5
New Tokens .....	5
<b>Cases .....</b>	<b>6</b>
Working with Exhibits Tab Modifications (Non MN 1844) .....	6
Entering Anticipated Service Methods (Non MN 2117) .....	7
Saving Search Criteria When Selecting Codes (Non MN 2133) .....	8
Viewing Principal and Interest Amounts on Registry Accounts (Non MN 2273) .....	10
Viewing Event Amounts (Non MN 2347) .....	11
Configuring Event Amounts to Display (Non MN 3027) .....	11
Understanding Changes to Guardianship & Conservatorship Cases (Non MN 2605) .....	12
Working with Guardianship Audits (Non MN 2354) .....	12
Printing Detailed Listing of Registry & Trust Transactions (Non MN 3016) .....	13
Working with the Conditions Sentence Component and Tokens (Non MN 3073) .....	15
Working with Prompts When Entering Event Comments (Non MN 2113) .....	16
New Print Form Options Available from Event tab and Events Dialog (Non MN) .....	18
Changes to Case Events Tab (Non MN).....	20
Change to Financial Tab (Non MN) .....	22
Change to Case Summary Tab (Non MN) .....	23
Register of Actions Changes (MN/Non MN).....	25
<b>Charges .....</b>	<b>29</b>
Copying Charges on Cases (Non MN 965) .....	29
Viewing Original and Amended Charges (Non MN 2110/2222).....	31
Viewing the Updated Amendment Tooltip (Non MN 2385) .....	34
Viewing GOC Codes on the Case Summary and in Public Access (Non MN 2678).....	35
Entering Negative Amounts on Events (Non MN 2988) .....	36
<b>Citations .....</b>	<b>38</b>
Working with Fines on Citation Templates (Non MN 1241) .....	38
<b>Bonds .....</b>	<b>39</b>
Understanding Changes to the Bonds Tab (Non MN 2021) .....	39
<b>Warrants .....</b>	<b>40</b>
Viewing Current Known Address on Warrants and Bonds (Non MN 1720).....	40
<b>Parties .....</b>	<b>42</b>
Viewing Date Last Registered as Sex Offender (Non-MN 1757).....	42
Sending Case Forms to Non-Case Parties (Non MN 2155) .....	43
<b>Searches .....</b>	<b>44</b>
Using the Print Button when Searching for a Case (Non MN 2584) .....	44
<b>Fees and Finances .....</b>	<b>46</b>
Deleting Voided Checks (Non MN 1779) .....	46
Printing Account Search Results (Non MN 2260) .....	48
Reprinting Voided Receipts (Non MN 3046).....	50
Processing Checks with Fee Detail (Non MN 3113) .....	51
<b>List Manager .....</b>	<b>55</b>
Updating Dispositions (MN/Non MN 1010) .....	55

---

List Manager Batch Notices (Non MN 1012).....	57
Accessing Event Listing Report in List Manager (MN/Non MN 2073).....	58
Using the Reassign Judicial Officer and Location List Manager Action (Non MN 2587) .....	59
Understanding Changes to the Select Case Dialog Box [List Manager] (Non MN 2769) .....	60
<b>Reporting .....</b>	<b>61</b>
Attorney Pending Cases Report (Non MN 2358).....	61
Transaction Overpayment Listing Report (Non MN 2413) .....	63
Changes to the Pay/Appeal Past Due Report (Non MN 2566) .....	65
Changes to Disposition by Offense Code Report (Non MN 2569) .....	67
Fee by Fee Schedule Report (Non MN 3015) .....	69
Changes to Till Balance Report (Non MN 3018).....	71
Individual Trust Detail Report (Non MN 3042) .....	73
New Case Assignment Report (Non MN) .....	75
Registry and Trust Transaction Report (Non MN) .....	77
Trust Account Owners Report (Non MN) .....	79
Trust Disbursement Report (Non MN).....	81
<b>Calendars and Scheduling.....</b>	<b>83</b>
Using Defendant Count Checkbox (Non MN 1997) .....	83
Add Next Hearing Button Updated (Non MN 2384) .....	85
Printing Minutes from the Case Hearings Tab (Non MN 3014).....	86
<b>Administration.....</b>	<b>87</b>
Preventing Duplicate Case Numbers (Non MN 1603) .....	87
<b>Public Access .....</b>	<b>88</b>
Viewing Additional Service Information (Non MN 2541) .....	88

## About this Document

This document contains information regarding new functionality included in the MNCIS Odyssey Release 2008 updates. The information contained within this document is only intended to provide you with a general idea of what was included and will not be updated and maintained in the future. For more detailed information about new functionality, please refer to the training manual or online help.

### Resources

The latest version of the training manual and replacement pages can be found on CourtNet at:

<http://courtnet.courts.state.mn.us/0/?page=3123>

MNCIS Odyssey Minnesota-specific help topics can be accessed by selecting "MNCIS Help" from the Help menu in MNCIS Odyssey or by pressing Alt+F1.

General Odyssey help topics can be accessed by selecting "Odyssey Help" from the Help menu in MNCIS Odyssey or by pressing F1.

### Important Note about Reports

This release contains changes that impact reports and reporting functionality. If you have scheduled reports that have been "updated" by this release, you may need to, or you may want to delete the report from the Job Schedule and reschedule the report. Make sure to note the report parameters before you delete it. For assistance, please refer to the Scheduling Reports MNCIS help topic or contact your District Coordinator.

## General

### New MNCIS Release 2008 Download

The first time that you access MNCIS after the new release is available to you, a similar screen to the following Download Components dialog box will display:



After the download is complete, the MNCIS login page will display as usual.

### New Tokens

New tokens for forms and flexible calendars have been added with this release. For more information, form developers may view the updated System Repository Specific (SRS) documents for Forms Tokens and Forms Tokens for Flexible Calendars, along with the Tyler Odyssey Release Notes for 2007 SP1, 2008, and 2008 SP1. These documents can be found on the MNCIS SRS Sharepoint site. If you do not have access to this site, contact Angie Hutchins at [angie.hutchins@courts.state.mn.us](mailto:angie.hutchins@courts.state.mn.us).

## Cases

### Working with Exhibits Tab Modifications (Non MN 1844)

The Add a New Exhibit dialog has been updated with a new option: "Other". Previously, it was necessary to select one of the party connections. The new checkbox allows an exhibit to be added on behalf of the court itself.

New dialog includes the checkbox 'Other'. When checked, "On Behalf of" is no longer required.

**Add A New Exhibit**

**Detail** Custody

On Behalf of ☒ Other

Exhibit ID Other

Source

☒ Case Party ☐ Non-Case Party ☐ Agency

Return to

Type

Description

Exhibit Status

Old Add Exhibit dialog:

**Add A New Exhibit**

**Detail** Custody

On Behalf of

Exhibit ID

Source

☒ Case Party ☐ Non-Case Party ☐ Agency

Return to

Type

Description

Exhibit Status

### Reference

MNCIS Online Help: Exhibits

## Entering Anticipated Service Methods (Non MN 2117)

This change adds an option to indicate an anticipated method of service on an event. The information can be updated from either the Events tab or the Service tab, and that information will be reflected in both tabs.

**Note:** This is not useful to Minnesota courts, but it is not an optional feature.

**Add Service Detail**

Type: Documents  
Service Form: Affidavit of Service-Court  
Issue Date: 08/28/2008 Time: 4:13 PM  
Volume: Page: # Pages:  
Case Party Non Case Party  
Requested By: MONAHAN, GARY L  
Print All Documents  
Print Only Unprinted Documents  
Don't Print Documents  
Comment: ABC

**Subpoena Applications**

Issued To	Attorney	Type	Anticipated Method	Anticipated Server
Nelson, Bryan		Defendant	In-Person	Carver County Sheriff

Save Exit

## Reference

MNCIS Online Help: Service Tracking Information

## Saving Search Criteria When Selecting Codes (Non MN 2133)

This feature gives users the ability to save search criteria for later use when selecting codes for criminal charges. The settings for the search criteria are saved per user and per computer, so multiple users can record different search criteria.

**Caution:** Use of this feature may make searching more difficult; therefore it is not recommended for Minnesota use. If F4 searches are not providing expected results, verify that the saved settings do not exist. Users must deselect the Save My Settings checkbox or Odyssey will keep the search criteria for all future code searches.

1. When adding or amending a charge, place the cursor in the Code field and press **F4**.
2. The Select Codes dialog opens. There is a new "Save My Settings" option in the upper right.

Code	Description	Statute	Degree
1. 609265	Abduction-for the Purpose of Marriage-Pers	609.265	GMD
2. 62464	Acrobatic Exhibitions-Without Protection f/F	624.64	GMD
3. 609361	Adultery- Acts Constituting	609.36.1	GMD
4. 360671	Aeronautics-Tax Evasion	360.67.1	GMD
5. 36067	Aeronautics-Violations and penalties	360.67	GMD
6. 6094954a	Aiding an Offender - Taking Responsibility fr	609.495.4(a)	GMD
7. 36007532a	Aircraft operation while intoxicated-refuse to	360.0753.2(a)	GMD
8. 36007522a7	Aircraft Violations - Body Contains Controlle	360.0752.2(a)(7)	GMD
9. 36007522a6	Aircraft-Oper u/Influence Chem Compound-I	360.0752.2(a)(6)	GMD
0. 36007522a4	Aircraft-Operate u/Influence Alch Concen 0.i	360.0752.2(a)(4)	GMD

Various options from the drop-down lists are:

Groups drop-down:



Degree dialog box options:

Description	Code
1. <input type="checkbox"/> Converted: Offense Level Not Available	CNVUNKNOWN
2. <input type="checkbox"/> Converted: Offense Level Not Available	CNVLEVEL
3. <input type="checkbox"/> Felony	FEL
4. <input checked="" type="checkbox"/> Gross Misdemeanor	GMD
5. <input type="checkbox"/> Juvenile Petty Offense	JPO
6. <input type="checkbox"/> Juvenile Traffic Offense	JTO
7. <input type="checkbox"/> Misdemeanor	MSD
8. <input type="checkbox"/> No Level	NONE
9. <input type="checkbox"/> Petty Misdemeanor	PMD

Source drop-down:

Source: All Books

- All Books
- Abandoned Vehicle
- Animal
- Curfew Park Viol
- Exhibition
- General
- Glass Container
- Housing
- Moving
- No Rental License

## Reference

MNCIS Online Help: Saving Search Criteria When Selecting Codes (new topic)

## Viewing Principal and Interest Amounts on Registry Accounts (Non MN 2273)

The current balance of the registry account including a breakdown of the principal and interest amounts is now displayed when viewing transactions for a registry account on the Financial tab.





The principal and interest information is shown in the Acct. Info area within the Invested section of the tab. The Ending Balance is the current balance of the registry account, while the Principal shows the principal balance and the Interest displays the interest balance.

**Note:** When money is disbursed from the account, the principal is always disbursed prior to the interest.

New view of account information:

Invested					Acct Info
Date	Description	Increases	Decreases	Balance	
Wells Fargo Bank 313-2656210 Bank Savings					YTD Interest 5,365.81
1613108031 07/02/2007	External Investment	2,239,400.00		2,239,400.00	Total Interest 26,837.77
1613263018 07/27/2007	Non-Cash Trust Disbursement		601,596.75	1,637,803.25	Ending Balance 521,087.00
1613509293 07/31/2007	Interest	5,074.51		1,642,877.76	Principal 494,249.23
1613509300 08/31/2007	Interest	3,973.66		1,646,851.42	Interest 26,837.77
1613687743 09/30/2007	Interest	3,407.64		1,650,259.06	
1613910413	Interest				

Old view of account information:

Sort By	Bank	Show	All Investments		
Invested		 <a href="#">Edit Investment</a>  			
Date	Description	Increases	Decreases	Balance	Acct Info
 Wells Fargo Bank 313-2656210 Bank Savings				521,705.26	YTD Interest 5,984.07
1613108031 07/02/2007	External Investment	2,239,400.00		2,239,400.00	Total Interest 27,456.03
1613263018 07/27/2007	Non-Cash Trust Disbursement		601,596.75	1,637,803.25	
1613509293 07/31/2007	Interest	5,074.51		1,642,877.76	

The following explains how different transactions affect the principal and the interest displayed:

- Entering a positive bank charge transaction reduces the principal balance.
- Entering a negative bank charge transaction increases the principal balance.
- Entering a positive external deposit transaction increases the principal balance.
- Entering a negative external deposit transaction reduces the principal balance.
- Entering a positive interest payment transaction increases the interest balance.
- Entering a negative interest payment transaction decreases the interest balance.
- Correcting transactions could cause the balances of principal and/or interest to display a negative amount.
- Interest should only be reduced if the principal balance reaches \$0.00.

## Viewing Event Amounts (Non MN 2347)

MNCIS has been updated to display corresponding event amounts on the Case Summary and the Events tab at all times for events that have been configured to require or allow an amount to be entered. This information will also appear in the Register of Actions.

Amount shows next to the event on the Events tab:

09/12/2008	<b>Informational Statement</b>	Party: Plaintiff Spears, Britney testing comment
09/12/2008	<b>Court Trial (Judicial Officer: Abrams, Jerome B.)</b>	settled comment
09/16/2008	<b>Cash Bond Ordered Refunded</b>	testing event amount Amount: 500.00

Amount shows on the ROA:

	<b><u>EVENTS</u></b>
09/16/2008	Cash Bond Ordered Refunded (Judicial Officer: Aandal, Donald J. ) testing event amount Amount: 500.00

## Configuring Event Amounts to Display (Non MN 3027)

MNCIS now has the option of displaying event amounts on the Register of Actions if any amounts are associated to an event.

View Register of Actions	
	settled comment
	<b><u>EVENTS</u></b>
09/16/2008	Cash Bond Ordered Refunded (Judicial Officer: Aandal, Donald J. ) testing event amount Amount: 500.00
09/12/2008	Judgment (Judicial Officer: Cahill, Peter A. )
09/12/2008	Order-Other (Judicial Officer: Abrams, Jerome B. ) Party: Defendant Valley Entertainment Productions

## Understanding Changes to Guardianship & Conservatorship Cases (Non MN 2605)

A variety of enhancements have been added to guardianship and conservatorship case types. These enhancements provide other Odyssey users the ability to capture and maintain data on the placement of wards, generate placement reports, and define and select multiple options for the Natures of Incapacity field added to the Detail tab. Minnesota does not track this type of information, but one of the enhancements will be visible to users.

The screenshot shows the Odyssey Case Manager interface for a Guardianship case. The 'Detail' tab is active. The case title is 'In re the Guardianship of: John Austen, Ward'. The case type is 'Guardianship - Incapacitated Person'. The case number is '42-PR-06-003', the court is 'Lyon County', and the date assigned is '09/15/2008'. The case status is 'Open'. The 'Additional Barcodes' field is highlighted with a red circle.

**Note:** Courts do not receive this information and specific findings are not made, so this field is not useful to Minnesota; however, the field will still be visible.

## Working with Guardianship Audits (Non MN 2354)

Case Manager has been updated so that audit information can be maintained on guardianship and conservatorship reports.

A new Audit tab has been added to display a case's guardian or conservator reports. This tab could potentially include information on the estate's value, the guardian/conservator(s) responsible for submitting the report, and the most current information pertaining to the report.

The Audit tab displays when the Base Case Type is 'Guardianship' (Probate), 'Mental Health', 'Probate', or 'Related Civil'.

The Audit tab has been added and may be visible, but the functionality will not be used until a full evaluation is completed. The tab cannot be hidden from view.

The screenshot shows the Odyssey Case Manager interface with the 'Audit' tab selected. The tabs are 'Hearings', 'Conditions', 'Disposition', and 'Audit'. The 'Audit' tab is highlighted with a red arrow.

## Printing Detailed Listing of Registry & Trust Transactions (Non MN 3016)

You can now print a detailed report of registry and trust transactions within a case. This report displays the registry accounts information including all uninvested and invested transactions. In addition, the report displays a summary of all accounts associated with the registry. The printed report helps you perform the following tasks:

- Track deposits and withdrawals
  - Conduct bank reconciliation research
1. To access the report, select the **Registry** link under the applicable party and a listing of accounts will display.

Beneficiary					
Anoka County Sheriff					
<a href="#">Registry</a>	0.00	41,379.41	07/11/2008	Adjustment	

2. Click the **View Transaction** link and then click the new **Print Transactions** button.

Cash Trust-Interest Bearing					
On Behalf Of Anoka County Sheriff			Expected Final Disbursement		
Taxpayer ID			Registry Balances		
Payor Anoka County Sheriff			Uninvested	Invested	Total
			41,379.41	0.00	41,379.41
Uninvested					
Date	Description	Increases	Decreases	Balance	Admin Fees
1615401386 06/09/2008	Trust Reg Deposit 0002-2008-032801	41,303.94		41,303.94	
1615662955 07/11/2008	Adjustment	75.47		41,379.41	



Example of report:

### Registry and Trust Transaction Detail

Location: **Anoka County** Year Filed: **2007** Case #: **02-CV-07-6697** Court #:

---

On Behalf of: **Anoka County Sheriff** Birth Date: SSN:

**Summary of Accounts**

Account #	Opened	Bank Name	Balance
Uninvested	06/08/2008	Registry Deposit	41,379.41
<b>Original Amount:</b>			<b>\$41,303.94</b>
<b>Current Balance:</b>			<b>\$41,379.41</b>

Page 2 of report:

### Registry and Trust Transaction Detail

Location: **Anoka County** Year Filed: **2007** Case #: **02-CV-07-6697** Court #:

---

On Behalf of: **Anoka County Sheriff** Birth Date: SSN:

**Transactions on Account**

Bank Account Name/Account #: **Registry Deposit**

Original Amount: **\$41,303.94** Open Date: **06/09/2008** Uninvested

Current Balance: **\$41,379.41** Close Date:

Interest: Matures:

Ref # / Date	Check # / Receipt #	Increases	Decreases	Balance	Description / Comments
1615401398		41,303.94		\$41,303.94	Trust Reg Deposit
06/09/2008	0002-2008-032801	Postage\$			
1615861055		75.47		\$41,379.41	Accrued Interest June 2008
07/11/2008		Postage\$			

## Working with the Conditions Sentence Component and Tokens (Non MN 3073)

The conditions component now includes a Load button, which loads any conditions configured for the offenses on the case. No offenses will be configured to have default conditions.

Even though Minnesota will not use this feature, the Load button will appear. It is recommended that court users access the selector box beneath the "Conditions" label. Alternatively, clicking "Load" will hide the button from view.

The screenshot shows a web form titled "Condition - Adult". On the left, there is a label "Conditions" with a small icon. To its right is a yellow rectangular selector box. Further right is a yellow button labeled "Load", which is pointed to by a red arrow. Below the selector box are two smaller yellow buttons labeled "Add" and "Clear". On the right side of the form, there is a label "Comment" with a small icon and a yellow rectangular text input field.

## Reference

MNCIS Online Help: Adding Sentence (Court Decision) Components

## Working with Prompts When Entering Event Comments (Non MN 2113)

Prompts are available for event comments. There are three types: event token, text prompt, or drop-down.

**Event Token** works much like tokens in other areas. It pulls in a piece of information from that event: date, due date, completion date, party, etc.

This prompt type will not be used as it increases data entry steps and only provides redundant information.

**Text Prompts** can be used in multiples. The comment could then be: "Referred to Judge (Prompt-insert judge name) on (Prompt-insert date) by (staff initials)."

This prompt type is awkward to use and will not be used for any case events at this time.

**Drop-down** is the most useful. Several options can be made available.

It will be used for two case events that always require a comment and the format of the comment is critical: "Change of Venue from" and "Change of Venue to".

Note the question mark which appears to the right of the Comments.

**10-JV-08-452**  
**In the Matter of the Welfare of Pebbles Flintstone**

Type:  ▼

Date:  Time:

Party:

Judicial Officer:

Due:  Completed:

Comment:  ?

☒ Docketable ☒ Include on Appeal

▼

Buttons: Add Next, Add Related, Add Hearing, Add Service, Relationships, Save/Print, Save, Exit



Click on the question mark and the options are presented in the Prompts drop-down field.

**Enter Prompt Text**

ParagraphText: #1 [Atkin' OR 'Anoka' OR 'Becker' OR 'Beltrami' OR 'Benton' OR 'Big Stone' OR 'Blue Earth' OR 'Brown' OR 'Carlton' OR 'Carver']

Prompts: #1 [Atkin', Anoka', Becker', Beltrami', Benton', Big Stone', Blue Earth', Brown', Carlton', Carver']

Exit Finish

Select one of the options, click **Finish** and then **Save**.

**10-JV-08-452**  
In the Matter of the Welfare of Pebbles Flintstone

Type: Change of Venue To  
Date: 11/05/2008 Time: 4:40 PM  
Party:   
Judicial Officer:   
Due: Completed:   
Comment: Benton  
☒ Docketable ☒ Include on Appeal  
Does not affect case aging clock

Add Next  
Add Related  
Add Hearing  
Add Service  
Relationships  
Save/Print  
Save  
Exit

The comment may be updated after the selection. However, the comment for these case events should not be altered.

## New Print Form Options Available from Event Tab and Events Dialog (Non MN)

With this release, users can generate a form by right-clicking on a case event on the Events tab and selecting **Print Form**, or by selecting the **Save/Print** (ALT+P) option on the Events Dialog.

New Events Tab Option to Print Form:

The screenshot shows the Case Manager interface for case 10-CO-07-122. The Events tab is active, displaying a list of events. A right-click context menu is open over the event "Notice of Settlement" dated 04/20/2007. The menu options include: Add Related Event, Add Related Service, Add Related Hearing, **Print Form** (highlighted in blue), Modify Event Relationships, Scan Document, Attach Document, Link Document, Relate Documents, and Delete.

Date	Type and Comment
04/23/2007	Conciliation Hearing (Judicial Officer: Eide, Kevin W.)
04/20/2007	Notice of Settlement Party: Plaintiff Timm, Keith
04/20/2007	Settled
04/11/2007	Proof of Service Party: Defendant Hanson, Bruce
04/11/2007	Proof of Service Party: Defendant Hanson, Kelli Certified Mailing
03/30/2007	Statement of Claim and Sum Party: Plaintiff Timm, Keith claim \$3,095.00 - de

New Events Dialog Save/Print Option:

The screenshot shows the Events Dialog for case 10-CO-07-122. The dialog contains fields for Type (Notice of Settlement), Date (04/20/2007), Time (10:49 AM), Party (Plaintiff), Judicial Officer, Due, Completed, Comment, Volume, Page, # Pages, and checkboxes for Docketable and Include on Appeal. A dropdown menu at the bottom indicates "Does not affect case aging clock". On the right side, there are buttons for Add Next, Add Related, Add Hearing, Add Service, Relationships, **Save/Print** (highlighted with a red circle), Save, and Exit.

After selecting one of these options, the Select Document dialog displays. Select the case form that you want to generate.

Info	Name	Type	Owner
	1. Affidavit of Mailing-Court-Case Parties	Civil	Jeff Hoch
	05/29/2007		
	2. Affidavit of Mailing-Court-Manual entry	Civil	Jeff Hoch
	12/24/2003		
	3. Affidavit of Service-Court	Civil	Jeff Hoch
	06/06/2005		
	4. Appellate Courts Notice & Receipt	Civil	Jeff Hoch
	12/26/2003		
	5. Batch Reminder Notice	Civil	Jeff Hoch
	01/11/2008		

Get All Documents 45 Results - Page 1 of 9

<< Back Next >> Search Exit

**Caution:** Continue to use the **Save** (ALT+S) option when saving an event that is configured to automatically print a form, such as DL Suspend – Fail to Appear, DL Suspend – Fail to Pay, and DL Suspend – Period of Time. If you select the new Save/Print option, the forms will not automatically generate.

## Reference

MNCIS Online Help: Events, DL Suspensions and Reinstatements

## Changes to Case Events Tab (Non MN)

Changes have been made to the Case Events tab. The "Related Events" view previously was an option selected by inserting a check mark. The alternative view was "Chronological". Now, a third option is available – "Chronological/Related" and all options are available in a drop-down selector.

Note: Chronological/Related is not recommended for everyday use. Case events may be displayed more than once due to the relationships.

Additionally, case events can be filtered by use of the "Event Date Range."

New view on the Case Events tab:

Case Manager Financial Manager

27-CR-07-128471

Summary Detail Parties Charges **Events** Service Hearings Conditions Notes

State of Minnesota vs John John Smith Inactive

Type: Crim/Traf Mandatory

View: **Related Events** Event Date Range: Show: All Event Groups

Sort: Chronological ☐ Background Color: All Events

**Date** **Type and Comment**

12/15/2007	<b>Tab Charge E-Filed</b> BAC NEEDED
12/15/2007	Justice Agency Note to File Bail revised by Hennepin County Jail to \$3000.00
12/15/2007	Justice Agency Note to File Bail revised by Hennepin County Jail to \$300.00
12/15/2007	Justice Agency Note to File Bail received by Hennepin County Jail: \$0.00
12/28/2007	<b>Certificate of Representation</b>
01/09/2008	Note to File/Clerical Party: Attorney SPONHEIM, ROLF ALLAN Offense occurred in Minnetonka per Sara at Minnetonka Prosecutor's Office. Minnetonka
01/09/2008	<b>Notice of Hearing</b>

Old view on the Case Events tab:

Case Manager Financial Manager

27-CR-07-128471

Summary Detail Parties Charges **Events** Service Hearings Conditions Disposition

State of Minnesota vs John John Smith

Type: Crim/Traf Mandatory

Sort: **Date Order** Show: All Event Groups

☒ Related Events View ☐ Background Color: All Events

**Date** **Type and Comment**

12/15/2007	<b>Tab Charge E-Filed</b> BAC NEEDED
12/15/2007	Justice Agency Note to File Bail revised by Hennepin County Jail to \$3000.00
12/15/2007	Justice Agency Note to File Bail revised by Hennepin County Jail to \$300.00
12/15/2007	Justice Agency Note to File Bail received by Hennepin County Jail: \$0.00
12/28/2007	<b>Certificate of Representation</b>
01/09/2008	Note to File/Clerical Offense occurred in Minnetonka per Sara at Minnetonka Prosecutor's Office. Minnetonka will file co
01/09/2008	<b>Notice of Hearing</b> Notice as reset from Brookdale to Ridgedale.
01/22/2008	<b>First Appearance</b> (Judicial Officer: Cahill, Peter A.)
01/23/2008	<b>Complaint Summons</b> complaint mailed to deft and deft attorney
01/25/2008	<b>Publicly Viewable Note to File</b> BAC: 20

Events may also be filtered by date range.

**Note:** The date range selection is not retained when the case is exited and a new case accessed.



The dialog box is titled "Event Date Range" and has a close button (X) in the top right corner. It contains two date input fields: "Start Date" with the value "01/23/2008" and "End Date" with the value "05/01/2008". Each field has a small calendar icon to its right. At the bottom, there are two buttons: "Continue" and "Exit".

**Caution:** There is no indicator that a filter has been selected.

The same case after imposing the filter:



The screenshot shows the "Events" tab for case 27-CR-07-128471. The case is titled "State of Minnesota vs John John Smith" and is marked as "Inactive". The "View" dropdown is set to "Related Events" and the "Sort" dropdown is set to "Date Order". The "Event Date Range" filter is active, with the date range "01/23/2008" to "05/01/2008" displayed. The "Show" dropdown is set to "All Event Groups". The "Background Color" checkbox is unchecked. The "All Events" dropdown is set to "All Events". The table below shows the events filtered by the date range.

Date	Type and Comment
01/23/2008	<b>Complaint Summons</b> complaint mailed to deft and deft attorney
01/25/2008	<b>Publicly Viewable Note to File</b> BAC .20
02/26/2008	<b>Pre-trial</b> (Judicial Officer: McKinsey, E. Anne)
02/26/2008	<b>Notice of Appearance</b> For Plea in absentia on 4/8/08
03/12/2008	<b>Jury Trial</b> Cancel 3/12/08 Trial per Judge McKinsey - Set for plea on 4/8/08
04/08/2008	<b>Criminal History Disposition has been processed</b>
04/08/2008	<b>Conviction Sent to DPS</b>
04/08/2008	<b>Sentencing</b> (Judicial Officer: McKinsey, E. Anne)
04/08/2008	<b>Petition to Enter Guilty Plea</b> pl by petition
04/08/2008	<b>Plea</b>
04/08/2008	<b>Disposition</b>
04/08/2008	<b>Sentenced</b>

## Reference

MNCIS Online Help: Events



## Change to Financial Tab (Non MN)

A new "Projected Fees" option now appears on the Financial tab.

**Note:** This feature should not be used. It was not created for Minnesota; however, it cannot be hidden from view.

New Financial tab:

Case Manager Financial Manager

27-CR-07-128471

Disposition Time Stds Financial Prot. Orders Warrants Bonds Exhibits Documents

State of Minnesota vs John John Smith

Type: Crim/Traf Mandatory

Inactive **Projected Fees** Print Summary

Group By: Party Type ☒ Show Categories with no Activity

Party/Financial	Current Due	Total Balance	Escrow Balance	Last Activity
Jurisdiction				
Defendant				
Smith, John John				
Bond		0.00	0.00	05/12/2008 Disbursement
Case Fines and Fees	0.00	0.00	0.00	05/05/2008 Disbursement
Registry		0.00	0.00	
Attorney				

Old Financial tab:

Case Manager Financial Manager

27-CR-07-128471

Time Stds Financial Prot. Orders Warrants Bonds Exhibits Documents Appeals Atty Prts

State of Minnesota vs John John Smith

Type: Crim/Traf Mandatory

Group By: Party Type ☒ Show Categories with no Activity Print Summary

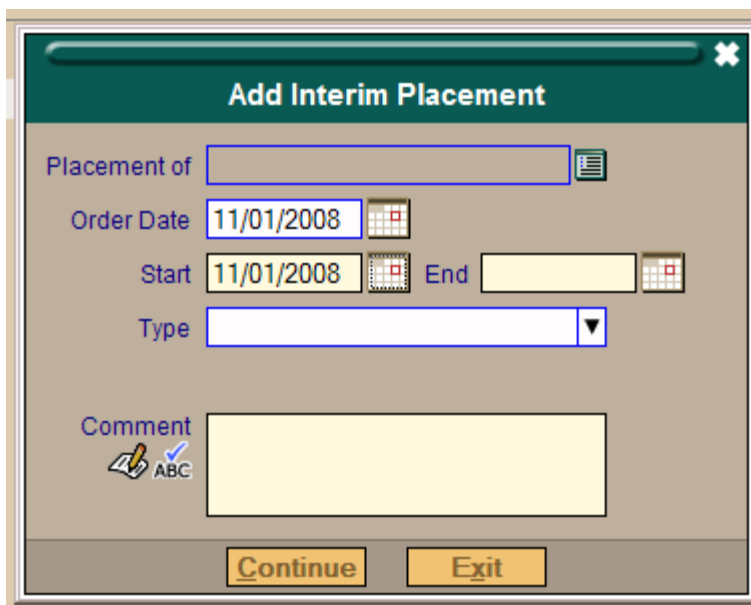
Party/Financial	Current Due	Total Balance	Escrow Balance	Last Activity
Jurisdiction				
Defendant				
Smith, John John				
Bond		0.00	300.00	12/17/2007 Registry Deposit
Case Fines and Fees		0.00	0.00	
Registry		0.00	0.00	
Attorney				

## Change to Case Summary Tab (Non MN)

When placement information is added on the Placement tab, it will appear on the Case Summary tab. This change will be viewable for all case types.

The information viewable includes the following:

- Start date of placement  
**Note:** This is not the date entered in the Order date field, but the Start field. No date will appear on the Summary tab if no information is entered in the Start field.
- Type of placement (e.g. Foster Care, relative; Secure, Correctional)
- Location of placement  
**Note:** This will only appear if a location is selected on the Placement tab.



The screenshot shows a dialog box titled "Add Interim Placement" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Placement of:** A text input field with a small icon to its right.
- Order Date:** A date input field containing "11/01/2008" with a calendar icon to its right.
- Start:** A date input field containing "11/01/2008" with a calendar icon to its right.
- End:** An empty date input field with a calendar icon to its right.
- Type:** A dropdown menu with a downward arrow.
- Comment:** A large text area with a small icon (a notepad with a pencil and the letters "ABC") to its left.
- Buttons:** "Continue" and "Exit" buttons at the bottom.

New Case Summary screen:

The screen displays a section titled "Flags & Actions Due" at the top. Below it is a section titled "Placements". Under "Placements", there are two examples:

- Example, Jane**  
11/12/2008 - No End Date  
Foster care, non-relative
- Example, Joe**  
11/12/2008 - No End Date  
Prot. Super w/Parent or Legal Custodian,  
child never removed

Below the examples, the text "Example, Mother" is visible.

Old Case Summary screen:

The screen displays a table with two columns. The first column is titled "Number of Actions" and the second column is titled "Flags & Actions Due". The table has several empty rows below the headers.

**Caution** "No End Date" is displayed when a Judgment added to the case automatically ends a placement, e.g. Termination of Jurisdiction. Additionally, the type of placement will be removed.

The screen displays a section titled "Flags & Actions Due" at the top. Below it is a section titled "Placements". Under "Placements", there are two examples:

- Example, Jane**  
11/12/2008 - No End Date  
Foster care, non-relative
- Example, Joe**  
11/12/2008 - No End Date

The text "11/12/2008 - No End Date" for Example, Joe is circled in red.



## Register of Actions Changes (MN/Non MN)

Several changes have been introduced to the Register of Actions (ROA) in MNCIS. The ROA is set up for each location and case category. Previously, a sentence that applies to more than one charge was displayed in one way on the Disposition tab and differently on the ROA.

Disposition Tab:

Charge Disposition		All	Plea	Disposition	Court Decision
1.	<a href="#">Traffic - Speeding - Exceed Limit of 30 mph - Urban District</a>				
	12/22/2006 (PMD) 169.14.2(a)(1) (169142a1)				
	Plea	01/22/2007	Guilty		
	Disposition	01/22/2007	Convicted		
2.	<a href="#">Traffic - Underage drinking and driving: Crime described</a>				
	12/22/2006 (MSD) 169A.33.2 (169A332)				
	Plea	01/22/2007	Guilty		
	Disposition	01/22/2007	Convicted		
	Court Decision	03/01/2007	Sentenced		
			Local Confinement:		
			Agency: Freeborn County Jail		
			Term: 60 Days		
			Time To Serve: None		
			Stay 60 Days For 1 Yr		
			Status: Active 03/01/2007		
			Probation - Adult:		
			Type: Supervised probation		
			Agency: Freeborn County Probation		
			Term of 1 Yr		
			03/01/2007 - 03/01/2008		
			Status: Active 03/01/2007		
			Fees - Adult: (Grand Total: \$703.00)		
			Due 04/01/2007		
			Fine: \$500.00		

### Important:

Copies of the Register of Actions must be printed from MPA.

- Certified Copy - \$10
- Uncertified Copy - \$5
- No charge if printed from publicly accessible computer & printer

New ROA view (showing sentence is displayed once):

03/01/2007	<p><b>DISPOSITIONS</b></p> <p><b>Sentenced</b> (Judicial Officer: Broberg, James E.)</p> <ol style="list-style-type: none"> <li>1. Traffic - Speeding - Exceed Limit of 30 mph - Urban District 12/22/2006 (PMD) 169.14.2(a)(1) (169142a1)</li> <li>2. Traffic - Underage drinking and driving; Crime described 12/22/2006 (MSD) 169A.33.2 (169A332)</li> </ol> <hr/> <p>Local Confinement: Agency: Freeborn County Jail Term: 60 Days Time To Serve: None Stay 60 Days For 1 Yr Status: Active 03/01/2007</p> <p>Probation - Adult: Type: Supervised probation Agency: Freeborn County Probation Term of 1 Yr 03/01/2007 - 03/01/2008 Status: Active 03/01/2007</p> <p>Fees - Adult: (Grand Total: \$703.00) Due 04/01/2007 Fine: \$500.00 Fees: (Fees Total: \$203.00) Chemical Dependency Evaluation: \$125.00 Criminal Surcharge: \$72.00 Law Library: \$6.00</p> <p>Condition - Adult:</p>
------------	---

Old ROA view (showing sentence is displayed twice – once for each charge):

03/01/2007	<p><b>Court Decision (Judicial Officer: Broberg, James E.)</b></p> <ol style="list-style-type: none"> <li>1. Traffic - Speeding - Exceed Limit of 30 mph - Urban District <b>Sentenced</b> Local Confinement: Agency: Freeborn County Jail Term: 60 Days Time To Serve: None Stay 60 Days For 1 Yr Status: Active 03/01/2007 Probation - Adult: Type: Supervised probation Agency: Freeborn County Probation Term of 1 Yr 03/01/2007 - 03/01/2008 Status: Active 03/01/2007 Fees - Adult: (Grand Total: \$703.00) Due 04/01/2007 Fine: \$500.00 Fees: (Fees Total: \$203.00) Chemical Dependency Evaluation: \$125.00 Criminal Surcharge: \$72.00 Law Library: \$6.00 Conditions - Adult: 1. Chemical dependency evaluation/treatment, 03/01/2007, Active 03/01/2007 2. Remain law-abiding, 03/01/2007, Active 03/01/2007 3. No alcohol/controlled substance use, 03/01/2007, Active 03/01/2007 4. No possession of alcohol or drugs, 03/01/2007, Active 03/01/2007 5. Do Not Enter Bars or Liquor Stores, 03/01/2007, Active 03/01/2007 6. Random testing, 03/01/2007, Active 03/01/2007 7. Victim impact panel, 03/01/2007, Active 03/01/2007 8. Conditions, other: 03/01/2007, Active 03/01/2007 Comment: 12 hour DWI class at Prairie Ridge Treatment Center in Mason City, Iowa</li> <li>2. Traffic - Underage drinking and driving; Crime described <b>Sentenced</b> Local Confinement: Agency: Freeborn County Jail Term: 60 Days Time To Serve: None Stay 60 Days For 1 Yr</li> </ol>
------------	---

**Other Changes: Criminal**

New ROA displays Case Assignment, Attorney Address, and Additional Party Information:

REGISTER OF ACTIONS				
CASE NO. 25-CR-07-126				
State of Minnesota vs <del>Princessa March White</del>	§ § § § §	Location: Goodhue County Filed on: 01/08/2007 Appear by: 02/01/2007		
CASE INFORMATION				
Offense	Citation	Deg	Date	Case Type: Crim/Traf Mandatory
Community of Offense: <b>Prairie Island</b>				
1. Assault-5th Degree-Misdemeanor	pi121462	MSD	12/31/2006	Case Status: 06/21/2007 Under Court Jurisdiction
DATE	CASE ASSIGNMENT			
	<b>Current Case Assignment</b> Case Number 25-CR-07-126 Court Goodhue County Date Assigned 01/08/2007			
PARTY INFORMATION				
Jurisdiction	The State of Minnesota None		<i>Attorneys</i> <b>GROVE, DAVID JAMES</b> 651-267-4950 GOODHUE CTY JUSTICE CENTER 454 W 6TH STREET RED WING, MN 55066	
Defendant	<del>Princessa March White</del> 12529 Lighthouse Way DR St. Louis, MO 63050 Female DOB: 01/11/1978 Age: 28 Height 5'3" Weight 150 DL: MO R092102002		<i>Retained</i> <b>GORMAN, THOMAS E</b> 651-267-4140 THE THOMAS E GORMAN LAW OFFICE	

Old ROA view:

GOODHUE COUNTY				
REGISTER OF ACTIONS				
CASE NO. 25-CR-07-126				
State of Minnesota vs <del>Princessa March White</del>	§ § § § §	Location: Goodhue County Filed on: 01/08/2007 Appear by: 02/01/2007		
CASE INFORMATION				
Offense	Citation	Deg	Date	Case Type: Crim/Traf Mandatory
Community of Offense: <b>Prairie Island</b>				
1. Assault-5th Degree-Misdemeanor	pi121462	MSD	12/31/2006	Case Status: 06/21/2007 Under Court Jurisdiction
PARTY INFORMATION				
Jurisdiction	The State of Minnesota		<i>Attorneys</i> <b>GROVE, DAVID JAMES</b> 651-267-4950	
Defendant	<del>Princessa March White</del> 12529 Lighthouse Way DR St. Louis, MO 63050		<b>GORMAN, THOMAS E</b> 651-267-4140 <i>Retained</i>	
DATE	EVENTS & ORDERS OF THE COURT			
06/21/2007	<b>DISPOSITIONS</b> <b>Court Decision</b> (Judicial Officer: Thuet, William F.) 1. Assault-5th Degree-Misdemeanor Stay of Imposition Pursuant to M.S. 609.135 Probation - Adult: Type: Probation to the Court Agency: Goodhue District Court Term of 1 Yr 06/21/2007 - 06/21/2008			

**Other Changes: Civil/Family/Probate**

New ROA displays Case Assignment, Attorney Address, and Party Address:

COUNTY	
<b>REGISTER OF ACTIONS</b>	
CASE No. 27-CV-07-331	
Dex Media Inc, a Colorado corporation f/k/a Qwest Dex Inc vs Berne Inc, a Minnesota corporation d/b/a Berne Scale Co	Location: <b>Hennepin Civil</b> Judicial Officer: <b>Leung, Tony N.</b> Filed on: <b>01/04/2007</b>
<b>CASE INFORMATION</b>	
Case Type: <b>Contract</b>	
Case Status: <b>08/21/2007 Closed</b>	
<b>DATE</b>	<b>CASE ASSIGNMENT</b>
	<b>Current Case Assignment</b> Case Number: 27-CV-07-331 Court: Hennepin Civil Date Assigned: 01/05/2007 Judicial Officer: Leung, Tony N.
<b>PARTY INFORMATION</b>	
<b>Plaintiff</b> <b>Dex Media Inc</b> 333 S Main Anywhere, MN 55000	<b>Attorneys</b> <b>JUDD, ROBERT A</b> 612-339-1421 <i>Retained</i> 1700 IDS Center 80 S 8th St Minneapolis, MN 55402-2113 <b>STEFFENSON, MARK</b> 763-560-5700 <b>VALDEMAR</b> <i>Retained</i> 6900 WEDGWOOD
<b>Defendant</b> <b>Berne Inc</b>	

Old ROA view:

HENNEPIN COUNTY	
<b>REGISTER OF ACTIONS</b>	
CASE No. 27-CV-07-331	
Dex Media Inc, a Colorado corporation f/k/a Qwest Dex Inc vs Berne Inc, a Minnesota corporation d/b/a Berne Scale Co	Location: <b>Hennepin Civil</b> Judicial Officer: <b>Leung, Tony N.</b> Filed on: <b>01/04/2007</b>
<b>CASE INFORMATION</b>	
Case Type: <b>Contract</b>	
Case Status: <b>08/21/2007 Closed</b>	
<b>PARTY INFORMATION</b>	
<b>Plaintiff</b> <b>Dex Media Inc</b> <i>Formerly Known As Qwest Dex Inc</i>	<b>Attorneys</b> <b>JUDD, ROBERT A</b> 612-339-1421 <i>Retained</i>
<b>Defendant</b> <b>Berne Inc</b> <i>Doing Business As Berne Scale Co</i>	<b>STEFFENSON, MARK</b> 763-560-5700 <b>VALDEMAR</b> <i>Retained</i>
<b>DATE</b>	<b>EVENTS &amp; ORDERS OF THE COURT</b>
08/21/2007	<b>DISPOSITIONS</b> <b>Settled</b> (Judicial Officer: Leung, Tony N.)
01/14/2008	<b>HEARINGS</b> <b>CANCELED Jury Trial</b> <i>Settled</i>
	<b>EVENTS</b>

# Charges

## Copying Charges on Cases (Non MN 965)

Case Manager has been updated to allow MNCIS users to copy charges on a case up to 200 times per instance if multiple counts of the same charge exist. For example, if a party has been charged with multiple counts of writing bad checks, you now have the ability to copy the first charge and add it to the case instead of entering all of the charge information for each count.

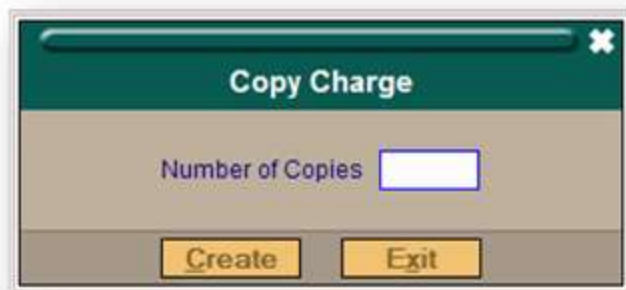
### Note:

- This should be used **ONLY** when the same offense code applies to more than one charge.
- This is not available in "Add a Citation" or the "Quick Add", but it is available in "Add a Case Classic" and after a case is created.

1. Right-click on the appropriate charge and select **Copy Charge**.



2. From the Copy Charge dialog, enter the necessary number of copies of the selected charge to add to the case.



3. Click **Create**.

4. A duplicate charge is then added to the Charges tab as shown below.

**10-CR-08-605** Case Manager Financial Manager

Summary Detail Parties **Charges** Events Service Hearings Conditions Notes

**State of Minnesota vs Fred Louis Flintstone**  
Type: Crim/Traf Mandatory

**Charges** Amend Regumber +

**Flintstone, Fred Louis**

1.	Issue Dishonored Check-Value Not More Than \$250 07/19/2008 (MSD) 609.535.2a(a)(3) (6095352aa3) ★ Case Filing 10/17/2008
2.	Issue Dishonored Check-Value Not More Than \$250 07/19/2008 (MSD) 609.535.2a(a)(3) (6095352aa3) ★ Case Filing 10/17/2008
3.	Issue Dishonored Check-Value Not More Than \$250 07/19/2008 (MSD) 609.535.2a(a)(3) (6095352aa3) ★ Case Filing 10/17/2008
4.	Issue Dishonored Check-Value Not More Than \$250 07/19/2008 (MSD) 609.535.2a(a)(3) (6095352aa3) ★ Case Filing 10/17/2008
5.	Issue Dishonored Check-Value Not More Than \$250 07/19/2008 (MSD) 609.535.2a(a)(3) (6095352aa3) ★ Case Filing 10/17/2008

All charge information on the Detail, Arrest/Filing and Additional tabs, including additional statutes, CN and BAC is copied on the new charge(s). The offense dates should be verified and adjusted as needed. Copy charges should be used carefully and only when it is possible to do so within a short time period after case initiation. **Note:** Citation, plea, disposition, warrant, and bond offense histories are never copied over.

**Note:** The right to copy charges will be added to the Power User role only. When a court staff person has a complaint with multiple charges, he or she should submit a service desk ticket. A copy of the complaint should then be faxed to the individual assigned to the ticket.

## Reference

MNCIS Online Help: Adding Charges

## Viewing Original and Amended Charges (Non MN 2110/2222)

Case Manager has been updated to display the original case filing offense on the charges tab and the summary tab when the original charge differs from the current offense. This is displayed any time you modify the degree, statute, GOC, or the offense code itself via the Amend link on the Charges tab or via the Plea or Disposition links on the Disposition tab.

Original charges:

**Modify Charge Detail**

Charge Detail for Defendant: Dokes, Joseph

Community of Offense: Carver (0200)

# 1

Prosecuting Agency: Carver County Attorney

Degree: Petty Misdemeanor

GOC:

Code: 169A271

Statute: 169A.27.1

Description: Traffic - DWI - Fourth-Degree Driving While Impaired: Des

Off. Date: 09/25/2008

Time:

Fine:

Bond:

Bond Type:

☐ On or About ☐ At or About

**Additional Statutes**

Type	Statute	Description
DEF	169A.03.2	DWI; Alcohol concentration.

Continue Exit



At case filing, if the code, degree or GOC is modified, it does not mark the display with 'Filed As'.

Charges		Amend	Renumber	+
<b>Dokes, Joseph</b>				
1.	Traffic - DWI - License plate impoundment violation crimes; crime described (Not applicable - GOC) 09/25/2008 (PMD) 169A.37.1 (169A371) ★ <a href="#">Case Filing</a> 09/27/2008			
2.	Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/25/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">Case Filing</a> 09/27/2008			
3.	Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/25/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">Case Filing</a> 09/27/2008			

However, changes made using the Amend hyperlink display the original charge 'Filed As'.

<b>Dokes, Joseph</b>				
1.	Traffic - DWI - License plate impoundment violation crimes; crime described (Not applicable - GOC) 09/25/2008 (PMD) 169A.37.1 (169A371) ★ <a href="#">Case Filing</a> 09/27/2008			
2.	Traffic - DWI - Refuse to Submit to Chemical Test (Accessory After the Fact - GOC) 09/25/2008 (PMD) 169A.20.2 (169A202) Filed As: Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/27/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">A Case Filing</a> 9/27/2008			
3.	Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/25/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">Case Filing</a> 09/27/2008			

Amendments to the displayed charge information create a "Filed As" display of the historical charge. Changes made to the additional statutes does not display 'Filed As' because additional statutes are not displayed.

3.	Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/25/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">A Case Filing</a> 9/27/2008			
----	--	--	--	--

Amendment of the GOC does create a 'Filed As' version of the charge since the GOC is displayed in the summary.

4.	Traffic - DWI - Fourth-Degree Driving While Impaired; Described (Accessory After the Fact - GOC) 09/25/2008 (MSD) 169A.27.1 (169A271) Filed As: Traffic - DWI - Fourth-Degree Driving While Impaired; Described 09/27/2008 (MSD) 169A.27.1 (169A271) ★ <a href="#">A Case Filing</a> 9/27/2008			
----	--	--	--	--



The changes also appear on the Register of Actions.

View Register of Actions			
§			
CASE INFORMATION			
<b>Offense</b>	<b>Deg</b>	<b>Date</b>	<b>Case Type: Crim/Traf Mandatory</b>
Community of Offense: Carver (0200)			
Case Status: 09/27/2008 Open			
1. Traffic - DWI - License plate impoundment violation crimes; crime described (Not applicable - GOC)	PMD	09/25/2008	
2. Traffic - DWI - Refuse to Submit to Chemical Test (Accessory After the Fact - GOC)	PMD	09/25/2008	
Filed As: Traffic - DWI - Fourth-Degree Driving While Impaired; Described	MSD	09/27/2008	
3. Traffic - DWI - Fourth-Degree Driving While Impaired; Described	MSD	09/25/2008	
4. Traffic - DWI - Fourth-Degree Driving While Impaired; Described (Accessory After the Fact - GOC)	MSD	09/25/2008	
Filed As: Traffic - DWI - Fourth-Degree Driving While Impaired; Described	MSD	09/27/2008	

When a charge is amended at plea, the original charge and new charge display on the charges tab...

2. Recording, Filing of Forged Instrument	<a href="#">Electronic File</a>
09/01/2007 (FEL) 609.64 (60964)	
Filed As: <b>Receiving Stolen Property</b>	
05/01/2008 (FEL) 609.53(S1) (609531)	
<a href="#">Case Filing</a>	05/01/2008
★ <input checked="" type="checkbox"/> <a href="#">Plea</a>	09/27/2008 Not guilty
<a href="#">Arrest</a>	

and the summary tab.

Charges	Dispositions
1. Theft-Trade Secret (FEL) 09/01/2007	Plea Not guilty
Filed As: Theft-Take/Use/Transfer Movable Prop-No Consent (FEL)	
2. Recording, Filing of Forged Instrument (FEL) 09/01/2007	Plea Not guilty
Filed As: Receiving Stolen Property (FEL)	
3. Theft* (FEL) 09/01/2007	Plea Not guilty
4. Receiving Stolen Property (FEL) 09/01/2007	Plea Not guilty

## Reference

MNCIS Online Help: Amending/Modifying Charges

## Viewing the Updated Amendment Tooltip (Non MN 2385)

MNCIS has been updated to display amendment reasons on the Disposition tab.

Hover over the amendment icon and the amendment reason on pleas, dispositions, and sentences will be displayed.

Disposition    Time Sits    Financial    Prof. Orders    Warrants    Bonds    Exhibits    Documents

**State of Minnesota vs Jared Frederick Anderson**    Inactive    Case Close

Type: Crim/Traf Non-Mand

Statistical Closure    Case Status

09/15/2008    Under Court Jurisdiction

Charge Disposition    All    Plea    Disposition    Court Decision    Print Order

1. [DNR-Refuse to remove invasive species from watercraft/trailer/equipment](#) (Aid/Abet - GOC)

04/04/2006 (MSD) 84D.13.3(c)(1) (84D133c1)

Plea    09/16/2008    None

Disposition    09/16/2008    Continued for dismissal

Amended from Guilty on 09/15/2008; Reason - Plea withdrawn by defendant. To see the complete Plea history, click the Plea hyperlink.

50 Hours For Indeterminate  
Start: 09/15/2008  
Status: Active 09/15/2008  
Fees - Adult: (Grand Total: \$255.00)  
Due Within 60 Days  
Fine: \$200.00  
Fees: (Fees Total: \$55.00)  
Criminal Surcharge: \$20.00  
Law Library: \$10.00  
Prosecution Costs: \$25.00

## Reference

MNCIS Online Help: Amending/Modifying Charges

**Viewing GOC Codes on the Case Summary and in Public Access (Non MN 2678)**

Information displayed on the Case Summary (Register of Actions) has changed.

(Note: This feature is already in MNCIS Production.)

Viewing GOC codes:

View Register of Actions	
DATE	EVENTS & ORDERS OF THE COURT
	<b><u>DISPOSITIONS</u></b>
09/15/2008	<b>Court Decision</b> 1. DNR-Refuse to remove invasive species from watercraft/trailer/equipment (Aid/Abet - GOC) Sentenced Service - Adult: Type: Community work service 40 Hours For Indeterminate Start: 09/15/2008 Status: Active 09/15/2008 Fees - Adult: (Grand Total: \$255.00) Due Within 60 Days Fine: \$200.00 Fees: (Fees Total: \$55.00) Criminal Surcharge: \$20.00 Law Library: \$10.00 Prosecution Costs: \$25.00 Level of Sentence: Conviction Deemed a Petty Misdemeanor Pursuant to M.S. 609.13
09/15/2008	<b>Disposition</b> 1. DNR-Refuse to remove invasive species from watercraft/trailer/equipment (Aid/Abet - GOC) Convicted
09/15/2008	<b>Plea</b> 1. DNR-Refuse to remove invasive species from watercraft/trailer/equipment (Aid/Abet - GOC) Guilty

## Entering Negative Amounts on Events (Non MN 2988)

This feature allows the entry of negative numbers for any case event configured to accept an amount.

Although no business reason has been identified for Minnesota courts, a negative amount may be included when adding a case event configured to allow an amount.

The screenshot shows a software window titled "10-CR-08-568 State of Minnesota vs Fred Louis Flintstone". The window contains a form for entering case event details. The "Type" is set to "Non-Cash Bond Posted". The "Date" is "08/11/2008" and the "Time" is "12:42 PM". The "Party" field is empty. The "Due" field is empty, and the "Completed" field is empty. The "Comment" field is empty. The "Amount \$" field is highlighted with a red circle and contains the value "-500". Below the "Amount \$" field, there are checkboxes for "Docketable" (checked) and "Include on Appeal" (unchecked). A dropdown menu at the bottom is set to "Does not affect case aging clock". On the right side of the window, there are buttons for "Add Next", "Add Related", "Add Hearing", "Add Service", "Relationships", "Save/Print", "Save", and "Exit".

After the event is saved, the amount appears in parentheses and in red on the case event dialog.

The screenshot shows the same software window as before, but the "Amount \$" field is now highlighted with a red circle and contains the value "(500.00)" in red text. All other fields and buttons remain the same as in the previous screenshot.

The amount also appears in parentheses on the Case Events tab, Summary tab, and Register of Actions.

**D 10-CR-08-568**

Summary Detail Parties Charges **Events** Service

**State of Minnesota vs Fred Louis Flintstone**  
Type Crim/Traf Mandatory

View  [Event Date Range](#)

Sort

Date	Type and Comment
08/11/2008	Citation
08/11/2008	Non-Cash Bond Posted
Amount	(500.00)

## Citations

### Working with Fines on Citation Templates (Non MN 1241)

The Fine field has been added to the Charges tab on the Add a Citation screen, just as it is visible when adding charges in the Add a Case screen. If the offense code selected on the Charges tab has a configured fine amount or fee program, the configured amount is automatically calculated and entered in the Fine field.

Example:

The screenshot shows the 'Add a New Citation' form. The 'Agency' is 'Carver County Sheriff's Office', 'Case Type' is 'Crim/Traf Non-Mand', 'Citation #' is 'p087295', 'Off Date' is '04/20/2008', and 'Ticket Date' is '04/20/2008'. The 'Charges' tab is selected, showing a single violation with the following details:

- # 1
- Code 16969
- Degree Petty Misdemeanor
- Description Traffic Regulation - Muffler Required
- Statute 169.69
- GOC
- Fine 40.00 (indicated by a red arrow)
- Prosecuting Agency
- State Share
- Sheriff's Contingency
- Certify To DPS
- MOC
- Report To DNR
- Targeted Misdemeanor
- Address of Offense

### Reference

MNCIS Online Help: Entering Citations




# Bonds

## Understanding Changes to the Bonds Tab (Non MN 2021)

The Bond # and Posted At field locations have changed on the Bonds dialog. In addition, the following fields have been added, although they will not be used by Minnesota counties:

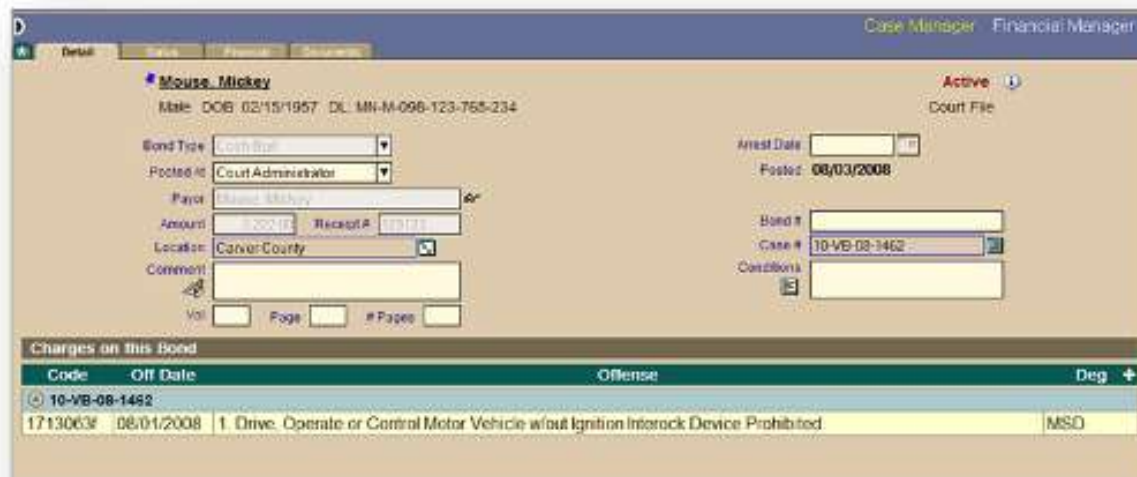
- Jail Release
- Booking #
- Court Date

New Bonds tab:



Code	Off Date	Offense	Deg
340A502	08/11/2008	1. Liquor-Sales to Obviously Intoxicated Persons	GMD
340A5062	08/11/2008	2. Liquor-Ilegal Alcohol Content	MSD

Old Bonds tab:



Code	Off Date	Offense	Deg
1713063	08/01/2008	1. Drive, Operate or Control Motor Vehicle without Ignition Interlock Device Prohibited	MSD

## Reference

MNCIS Online Help: Bonds

## Warrants

### Viewing Current Known Address on Warrants and Bonds (Non MN 1720)

The current known residence address of the defendant now displays on the Detail tab for Warrants and Bonds.

**Note:** When the residence address changes on the shared party record, the Detail tabs for Warrants and Bonds automatically display the new information. Locking an address to the case party does not lock an address to Warrant and Bond Detail tabs; it is controlled by the shared party record.

#### Party Tab:

The screenshot shows the 'Modify Party' form with the following details:

- Name:** Mouse, Mickey Mighty; Mouse, Mickey M
- Gender:** [Dropdown]
- Race:** White
- Ethnicity:** Non Hispanic
- Height:** [Dropdown] ft [Dropdown] in
- Weight:** [Dropdown]
- Date of Birth:** 08/08/1968
- Driver's License:** MN M-660-798-123-654
- Social Security:** [Field]
- Current Known Addresses:**
  - 333 Raven RD, Creepy Hollow, CT 12345 (highlighted with a red circle)
  - 313 Pinewood PL, North Branch, MN 55056
- Current Known Phones:** [Field]
- E-Mail:** [Field]
- Party ID:** 1611444307

Buttons: Save, Exit. Footer: Person ID: 3287210, Party ID: 1611444307.



### Warrant Tab:

Warrant # 72-VB-08-1109 - 10

Case Manager Financial Manager

Detail

**Mouse, Mickey Mighty**

Walters, 705-233-0000, 25-000-11-000-705-123-054

333 Raven RD, Greedy Hollow, CT 12345

Active

Sheriff's Office

Warrant Printed

Warrant # 72-VB-08-1109 - 10

Type Bench Warrant

Administrative Owner Safety County

Issuing Judge Anderson, G. Barry

Issued 08/13/2008

Served Unserved

Expires

Case 72-VB-08-1109

Conditions

Vol Page # Pages

### Bonds Tab:

Case Manager Financial Manager

Detail

**Mouse, Mickey Mighty**

Walters, 705-233-0000, 25-000-11-000-705-123-054

333 Raven RD, Greedy Hollow, CT 12345

Active

Court File

Bond Type Cash Bond

Bond #

Payor State of Illinois

Amount 1,500.00 Receipt # 001234567

Location Chicago County

Comment

Vol Page # Pages

Posted 08/25/2008

Posted At

Arrest Date

Jail Release

Booking #

Court Date

Case # 13-CR-05-1410

Conditions

### Reference

MNCIS Online Help: Warrants, Bonds

## Parties

### Viewing Date Last Registered as Sex Offender (Non-MN 1757)

The Additional tab of the party record has been updated to display the last date that the selected party was registered as a sex offender.

The screenshot shows a web application window titled "Modify Party". It has several tabs: "General", "Additional", "Employment", "Relationships", "Cases", "Jailings", and "Warrants". The "Additional" tab is selected. The form displays information for "Anderson, Jared Frederick" with a DOB of 12/05/1985 and DL: MN X-123-456-789-123. There are input fields for "State ID" (containing "MN 99999999"), "FBI Number", "SO Number", "Person ID" (containing "2297149"), and "Other Agency Number". A "Sex Offender Registration" section contains a checked box for "Registered Sex Offender" and a "Date Last Registered" field (containing "09/16/2008") which is circled in red. There is also a "Place of Birth" field with a "City" sub-field.

**Note:** Courts do not usually receive this information, so this field may not be of significant use to Minnesota. Regardless, this field will be visible. Entering a date is not mandatory, even if the Registered Sex Offender box is checked.

### Reference

MNCIS Online Help: The Party Record

## Sending Case Forms to Non-Case Parties (Non MN 2155)

Case Manager has been updated to provide the ability to send case forms to individuals or agencies who are not parties or participants on a case.

This functionality changes the Form dialog. This feature allows courts to print forms without adding unnecessary participants (individuals or agencies) to a case.

### Notes:

- Due to several issues with this functionality, it will not be used by Minnesota at this time.
- Although the change to this screen is viewable, there will be no case affiliates in MNCIS at this time. If the current identified issues are resolved in future releases of our software, usability will again be reviewed and courts will be notified.

Usability issues are:

- This functionality only allows printing case forms – it does not allow printing hearing notices for non-case parties.

Description	Connection	Lead Attorney
<input checked="" type="checkbox"/> Flintstone, Wilma	Plaintiff	<input checked="" type="checkbox"/> BENJAMIN, MARK
<input checked="" type="checkbox"/> Rubble, Barney	Defendant	<input type="checkbox"/> Pro Se

2 Parties

Party Party or Case Affiliates +

Clear All Continue Exit

- The cc list printed on many forms will not (and *cannot*) indicate the additional persons or agencies who received the form.
- Producing the forms for non-case parties increases this process by six (6) steps, i.e. six additional choices must be made (clicks and/or hotkeys).

## Searches

### Using the Print Button when Searching for a Case (Non MN 2584)

The Print button on the Search Results page has been expanded. Previously, this button was only available when a search was conducted by name (party or attorney). Now, a search for cases using the "Filed Between" date range fields activates the Print option.

New Search Results Screen:



Old Search Results Screen:



Example of Printed Results by Filed Date:

**Cases by Filed Between Date** DEVODY

Filed Between: Friday, August 01, 2008 - Wednesday, October 01, 2008 \*Includes cases with security groups:

Case Style	Case Number File Date	Case Type	Judge	Statistical Closure S. Closure Date
State of Minnesota: Mickey Mighty Mouse	13-VB-08-2094 08/05/2008	Crim/Traf/Non-Mand		
State of Minnesota: Mickey Mighty Mouse	13-VB-08-2095 08/05/2008	Crim/Traf/Non-Mand		
In the Matter of the Welfare of LILY LU PARK	27-JV-08-8709 08/05/2008	Delinquency Felony (Age 15 and Older)	Alexander, Pamela G.	
In the Matter of the Welfare of Jamie Auden	27-JV-08-8711 08/05/2008	Delinquency		
State of Minnesota: Roxanne Seychelles	62-CR-08-7576 08/05/2008	Crim/Traf/Mandatory		
State of Minnesota: Roxanne Seychelles	62-CR-08-7577 08/05/2008	Crim/Traf/Mandatory		
State of Minnesota: Roxanne Juno	70-CR-08-17354 08/05/2008	Crim/Traf/Mandatory		
State of Minnesota: Joseph Richard Sohn	10-VB-08-5083 08/05/2008	Crim/Traf/Non-Mand		
State of Minnesota: Sean Richard James Corlison	10-VB-08-14800 08/05/2008	Crim/Traf/Non-Mand		

**Notes:**

- The report has a column for statistical closure date, which Minnesota is not using.
- The results are similar to the Case Index Report but there are more options on the report.

## Fees and Finances

### Deleting Voiced Checks (Non MN 1779)

Functionality has been added to MNCIS which allows certain financial errors to be corrected by individuals with the right to delete voiced checks.

#### Background

If you need to void a check that has been printed in Financial Manager (OFM), Online Help instructions indicate that it should always be voided in Case Manager first. Additionally, MNCIS warns against voiding the transaction in OFM.

When an error occurs and a check is voided in OFM before it is voided in Case Manager, the voided transaction is still listed in the Check Processing Queue. Previously, it was necessary for the vendor (Tyler Technologies) to remove the check from the queue. With this new release, it is possible to mark the check as exported in the Check Processing Queue without the vendor's help.

**Note:** The ability to mark a check exported in the Check Processing Queue has been granted to staff who have power user rights and monitor the service desk. If you need a check voided from the Check Processing Queue, please enter a service desk ticket.

When voiding a check in OFM, a warning message is displayed:



When the check is voided in CM, the voiding transaction appears in the check queue.

The screenshot shows the 'Case Manager' window with the 'Unreconciled' transactions table. The table has columns for Date, Description, Increases, Decreases, Balance, and Admin Fees. The following table represents the data shown in the screenshot:

Date	Description	Increases	Decreases	Balance	Admin Fees
06/06/2008	State of Minnesota vs Sage Green			600.00	
06/06/2008	Adjustment		(409.00)	191.00	
06/06/2008	State Disbursement		191.00	0.00	
06/06/2008	Void Disbursement		(191.00)	191.00	



Right-click and mark as Exported. This voiding transaction is already reflected in OFM.

**D Check Processing Queue** Case Manager Financial Manager

Location: Carver County Show: All  
 Submitted By: All Users Sort By: Date/Time Submitted  
 Checking Account: Security Bank (Imprest) ☒ Show Included Checks  
 Imprest Account: Security B ☒ Show Excluded Checks

Checks to Process Previous Next Clear All

Submitted	Submitted By	Source	Pay To	Case Number	Amount	Select
08/08/2008 8:50 AM	Moser, Brenda	Individual	Sage Green	10-CR-08-562	(191.00)	<input checked="" type="checkbox"/>

Mark as Exported

After marked as exported, the voided amount no longer appears in the check processing queue.

**D Check Processing Queue** Case Manager Financial Manager

Location: Carver County Show: All  
 Submitted By: All Users Sort By: Date/Time Submitted  
 Checking Account: Security Bank (Imprest) ☒ Show Included Checks  
 Imprest Account: Security B ☒ Show Excluded Checks

Checks to Process Previous Next Clear All

No checks are available.

OFM displays the original and voided entries.

**D Transaction Register** Case Manager Financial Manager

GL Account: A-005-01-10-100001 Location: Carver County  
 Account: Security Bank (Imprest)

Transactions Reconcile Previous Next Search Get All Transactions  
 Sort: Reverse Date 15 Matches Per Page

Date	Ref	Detail	Deposit	Payment	Balance
333372 08/08/2008	Void Bal Debitment	Sage Green 02004 - Cash Bail		(191.00)	125,488.72
333371 08/08/2008	Bal Debitment	Sage Green 02004 - Cash Bail		191.00	125,297.72

The Export History:

**D Export Check History** Case Manager Financial Manager

Current Location: Carver County Sort: Descending Date

Export Listing 07/30/2008 - 08/08/2008 Previous 10 Days Next 10 Days Go to Date

Date/Time	Exported by	Total Exported
08/08/2008 9:21 AM	Moser, Brenda	14,552.45
08/08/2008 8:50 AM	Moser, Brenda	191.00



## Printing Account Search Results (Non MN 2260)

A new option allows you to print results when searching by Find an Account.

New Search Results screen:

Account	Total Balance	Current Due	Past Due	Last Post / Deposit	Last Post / Deposit Date
<b>STATE FARM FIRE &amp; CASUALTY CO</b> d.b.a. STATE FARM INSURANCE					
				Expand All	Mark All
<b>STATE FARM INSURANCE COMPANY</b> d.b.a. STATE FARM INSURANCE					
				Expand All	Mark All

Old Search Results screen:

Account	Total Balance	Current Due	Past Due	Last Post / Deposit	Last Post / Deposit Date
<b>STATE FARM FIRE &amp; CASUALTY CO</b> d.b.a. STATE FARM INSURANCE					
				Expand All	Mark All
<b>STATE FARM INSURANCE COMPANY</b> d.b.a. STATE FARM INSURANCE					
				Expand All	Mark All
27-CV-05-009372	25.00	25.00		100.00	04/05/2006
27-CV-05-015209	25.00	25.00		80.00	08/02/2006

Click **Print** for a summary of the accounts returned by the search.

View Account Summary ✖

### Account Summary

<i>State Farm Insurance</i>								
Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/Deposit	Last Pmt/Deposit Date	Trust/Reg Deposit
69DU-JV-08-166	651.05	6/13/2008	651.05	651.05	0.00	0.00	06/13/2008	
Totals	651.05		651.05	651.05	0.00	0.00		0.00
<i>STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY</i>								
Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/Deposit	Last Pmt/Deposit Date	Trust/Reg Deposit
69HI-CV-05-174	254.00	1/10/2006	0.00	0.00	0.00	252.00	02/07/2006	
Totals	254.00		0.00	0.00	0.00	252.00		0.00
<i>STATE FARM FIRE &amp; CASUALTY CO</i>								
Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/Deposit	Last Pmt/Deposit Date	Trust/Reg Deposit
27-CV-05-005572	80.00	5/16/2006	0.00	0.00	0.00	55.00	06/13/2006	
Totals	80.00		0.00	0.00	0.00	55.00		0.00

Print
Exit

## Reprinting Voided Receipts (Non MN 3046)

You can now reprint voided receipts to help track case payments and to better assist accounting.

To access this feature,

1. Select the transaction for a payment that has been voided.
2. Click the **Reprint Receipt** button.
3. The receipt will include the word "Voided" on the document.

**REPRINTED RECEIPT (VOIDED)**

Court Administration-Carver County Justice Center, 604 East 4th Street, Chaska, MN 55318  
Telephone: (952) 361-1420

Payer:  
smith, john  
122 Southhampton  
Rockwell, TX 75082

Receipt No.  
**0010-2008-000085**

Transaction Date  
04/29/2008

Description	Amount Paid
smith, john	
CR-188-2008	
Clerk State Fines	35.46
Clerk County Fines	911.54
<b>SUBTOTAL</b>	<b>1,000.00</b>
Remaining Balance Due: \$26,109.00	
<b>PAYMENT TOTAL</b>	<b>1,000.00</b>
Cash Tendered	1,000.00
Total Tendered	1,000.00
Change	0.00

04/03/2008 10:59 AM Cashier Station DCC Audit 9510002666

**REPRINTED RECEIPT (VOIDED)**

## Reference

MNCIS Online Help: Receipts

## Processing Checks with Fee Detail (Non MN 3113)

Check processing and the output of printed check stubs have been modified to include fee detail for both individual and batch processing.

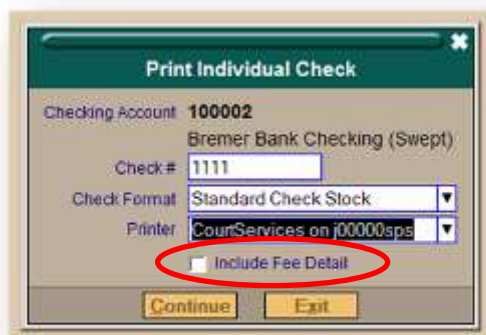
### Including Fee Detail for Printed Check Stubs:

The "Include Fee Detail" has been added to the check printing dialog. When this is checked, the fee or fees included in the check will be printed on the check stub. However, most checks issued by the court consist of only one fee type (e.g. restitution, refund). If the data is too large to print, the standard Check Stub Overflow dialog is presented.

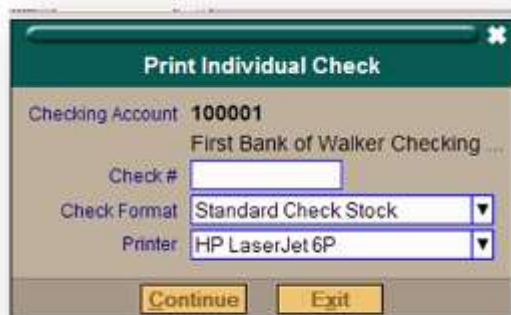
**Note:** Although this feature is not beneficial to Minnesota courts, it is still visible to the user.

**Caution:** After selecting "Include Fee Detail", this choice is present for the next check printed. You must manually deselect this.

New Print Individual Check dialog:



Old Print Individual Check dialog:

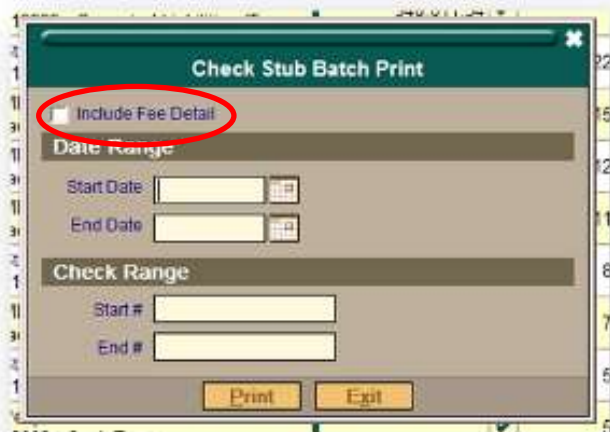


Example of printed check stub report including fee detail:

03/19/2008	Pay To: Bowman Heintz Boscia	\$2,639.59
Case Number	Case Style	Amount
53C01-0506-CC-01234	FORD MOTOR VS C ALLISON	\$608.96
	Judgment Interest Accruing	600.00
	Judgment Interest	8.96
53C01-0602-CC-00350	MIDLAND VS M WILSON	\$150.00
	Attorney Fee	150.00
53C01-0604-CC-00801	CAPITAL ONE VS R EBERLE	\$72.08
	Judgment Interest Accruing	50.00
	Judgment Interest	3.72
	Attorney Fee	10.00
	Attorney Interest	8.36

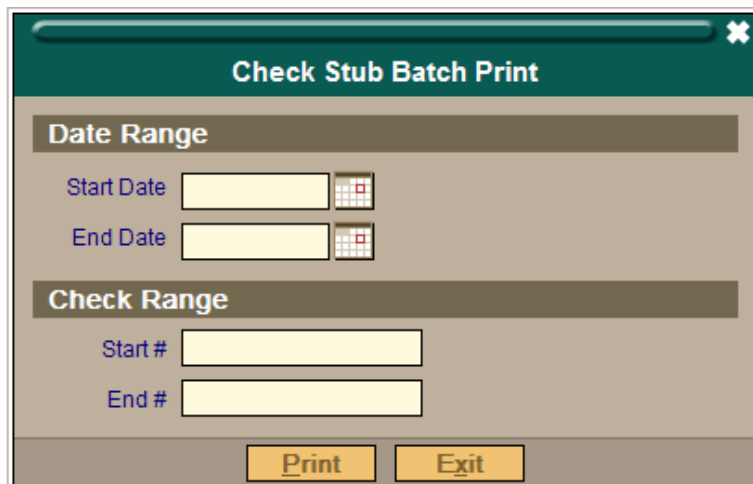
It is also possible to create the check stub detail report for multiple checks, as illustrated in the new dialog below.

New Check Stub Batch Print dialog:



The 'Check Stub Batch Print' dialog box features a green title bar and a light gray background. A red circle highlights the 'Include Fee Detail' checkbox, which is currently checked. Below this, the 'Date Range' section contains 'Start Date' and 'End Date' fields with calendar icons. The 'Check Range' section contains 'Start #' and 'End #' fields. At the bottom are 'Print' and 'Exit' buttons.

Old Check Stub Batch Print dialog:



The 'Check Stub Batch Print' dialog box has a green title bar and a light gray background. It lacks the 'Include Fee Detail' checkbox. The 'Date Range' section has 'Start Date' and 'End Date' fields with calendar icons. The 'Check Range' section has 'Start #' and 'End #' fields. At the bottom are 'Print' and 'Exit' buttons.

A check stub detail report can also be generated for a single check. In View a Check, click **Detail** as illustrated below.

**View a Check**

Bank Account: **Bremer Bank Checking (Swept)**  
 Type: **Fine/Fee Disbursement**

Pay To: **MN Department of Finance**  
 Address: **Treasury Division**  
**PO Box 64577**  
 Memo:

Date: **09/29/2008**  
 Printed: **9/29/2008**  
 Number: **634646**  
 Total: **6,049.04**

**Accounts**

Sort: **Account**

Account	Comment	Amount
02027 - County Fines		6,049.04

Total: **6,049.04**

**Detail** **Exit** **Reverse**

In the check Stub Detail dialog, click the **Include Fee Detail** checkbox.

**Check Stub Detail**

Pay To: **MN Department of Finance**  
 Date: **2/1/2008**  
 Printed: **2/1/2008**  
 Number: **888888**  
 Total: **96,798.83**

☒ **Include Fee Detail**


Case #	Case Name	Amount
01-C0-02-	PLATINUM FINANCIAL	5.00
01-C3-04-	WILLEYS MARINE INC vs.	10.00
01-C3-07-	PORTFOLIO RECOVERY	40.00
01-C4-06-	COUNTRY MUTUAL	80.00
01-C6-04-	AITKIN COUNTY HEALTH &	5.00

**Continue** **Print**

New Check Stub Detail report for a single check:

		<b>Check Stub Detail</b>		DEVODYSSEY
Cass County				
		County Fines		25.00
11-CR-07-1670	State of Minnesota vs Joseph Howard Schulman			60.74
	Fine DPS 5/8			37.96
	Fine DPS 5/8-County Share			22.78
11-CR-07-1690	State of Minnesota vs DEBORAH WILSON SCHULMAN			50.00

Old Check Stub Detail report for a single check:

		<b>Check Stub Detail</b>		QAODYSSEY
Cass County				
Pay To <b>MN Department of Finance</b>		Printed <b>09/30/2008</b>		
Date <b>09/30/2008</b>		Number <b>1111</b>		
		Total <b>16,974.51</b>		
Case #	Case Name		Amount	
11-KD-04-000581	The State of Minnesota vs. STEVEN JAY MARTIN		800.00	
11-KD-05-000946	The State of Minnesota vs. BRYAN ROSS PELAWA		50.00	

**Note:** The example shown uses accounts included in the monthly remittance for illustrative purposes. The check stub detail is not necessary or beneficial for the month end process.



## List Manager

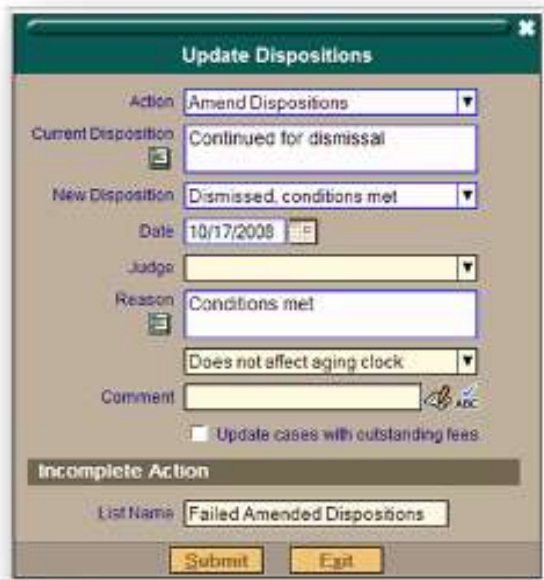
### Updating Dispositions (MN/Non MN 1010)

This functionality allows the user to add or amend dispositions on multiple case files from List Manager. It is vital that use of this feature takes into account local business practices and typical case updates. The list of cases must be precisely identified and verified.

1. Create a list of cases by generating a report, such as the Event Review Report, or create the list manually in List Manager. Then select Action – Update Dispositions.



2. The options presented are Add, Amend, or Add and Amend dispositions.



3. Depending upon the action selected, the action automatically updates the disposition on the disposition tab and creates a new list which includes all cases that were not updated.

**Notes:**

- If “Update Cases with Outstanding Fees” box is unchecked, cases with outstanding fees will not be updated.
- When using Add, functionality adds the disposition selected to all charges without a disposition.
- When using Amend, functionality amends the current dispositions selected to the new amended disposition selected.
- When using Add and Amend, functionality adds the new disposition to all charges without disposition *and* amends all current dispositions to the new disposition.

**Reference**

MNCIS Online Help: List Manager, Using List Manager, Batch Update Dispositions (new topic)

## List Manager Batch Notices (Non MN 1012)

In List Manager, the 'Batch Notices' option now includes the optional Hearing Date field. If you are working with a batch notice that includes hearing information, such as a hearing notice, you can use this field to specify which hearing should be used for the notice. If multiple hearings are scheduled for the case on the same date, hearing information for all the hearings will print on the notice. If you do not select a date and you are printing notices with hearing information, then hearing information for all the hearings on the case will print.

### Notes:

- Although you are required to enter a Due Date, it will have no effect if an event is not added.
- There are no statewide batch notices that will make use of this functionality at this time.

New Batch Notices dialog:

**Batch Notices**

**Notice Detail**

Notice Setup: Notice of Hearing

Due Date: 12/05/2008 Friday, December 5, 2008

Contact Phone:

**New Event Detail** +

**Hearing Detail**

Hearing Date:

Continue Exit

Old Batch Notices dialog:

**Batch Notices**

**Notice Detail**

Notice Setup:

Due Date:

Contact Phone:

☐ Complete existing events from the list

**New Event Detail** +

Continue Exit

## Reference

MNCIS Online Help: List Manager, Generating Batch Notices

## Accessing Event Listing Report in List Manager (MN/Non MN 2073)

The Event Listing Report is now List Manager-enabled.

First, go to the Event Listing report under the reports section. Enter your report parameters and enter a name in the List Name field.

To access the Event Listing Report in List Manager from Case Manager Home,

1. Click **List Manager**
2. Click **Load**
3. Select the appropriate list
4. Click **Perform Action**
5. Select the action you wish to perform.

**Event Listing - Development**

File View Tools Contents Help

**Odyssey**  
Case Manager

**Event Listing**

Lists event types, who entered the event, and either the event date/time or the date/time entered.

Clear Memorandum Recall

Locations:

Case Category:

Case Type:

Case Sub Type:

Case Event Type:

Service Type:

Judgment Type:

Date and Time Range: Start Date:  Thursday, March 15, 2007  
End Date:  Wednesday, August 15, 2007  
Start Time:   
End Time:

Sort Order:

Report Options:

☐ Include Comments  
☐ Include Document Index #

Security Group:

Entered By:

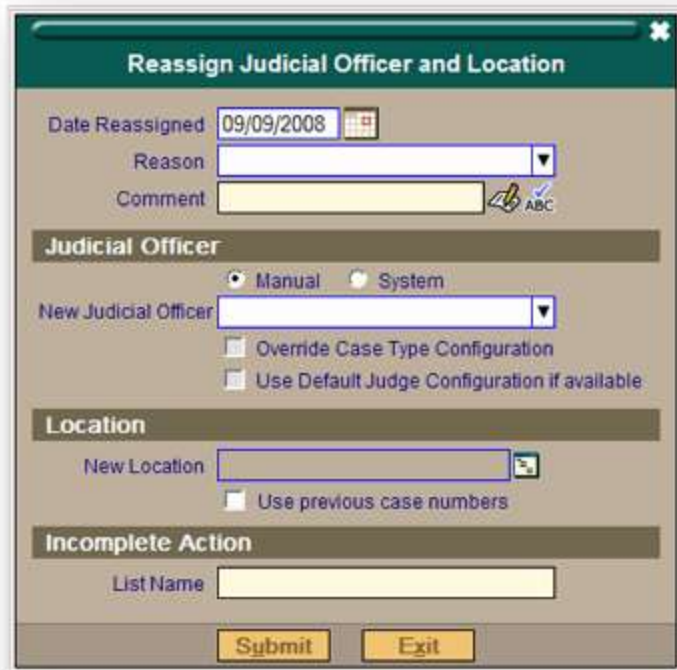
List Name:  →  
☐ Append Job ID Number to List Name

8/18/2008 11:16am Messages

## Using the Reassign Judicial Officer and Location List Manager Action (Non MN 2587)

This functionality allows users to reassign the judge and modify the location at the same time from the same dialog within List Manager.

**Note:** Minnesota does not currently reassign the locations (venues) of court cases.



The screenshot shows a software dialog box titled "Reassign Judicial Officer and Location". It contains several input fields and checkboxes. At the top, there is a "Date Reassigned" field with the value "09/09/2008" and a calendar icon. Below it is a "Reason" dropdown menu and a "Comment" text field with a small icon. The "Judicial Officer" section has radio buttons for "Manual" (selected) and "System", followed by a "New Judicial Officer" dropdown. Below this are two checkboxes: "Override Case Type Configuration" and "Use Default Judge Configuration if available". The "Location" section has a "New Location" text field with a small icon and a checkbox for "Use previous case numbers". The "Incomplete Action" section has a "List Name" text field. At the bottom are "Submit" and "Exit" buttons.

## Reference

MNCIS Online Help: Receipts

## Understanding Changes to the Select Case Dialog Box [List Manager] (Non MN 2769)

When using Select Cases in List Manager, you now have the option to include a parameter that searches for cases with one or more security groups. The options presented are based on the user's access level, but may contain Confidential, Restricted, and/or Sealed. If a security group is selected, only cases with that security type are included in the list.

To access this screen from List Manager, click Perform Query>Select Query>Select Cases.

The screenshot shows the 'Select Cases' dialog box with the following fields and controls:

- Cases Included** (Section Header)
- Location**: Text box containing 'Carver County' with a dropdown arrow icon.
- From Case #**: Text box with a dropdown arrow icon.
- To Case #**: Text box with a dropdown arrow icon.
- Judicial Officer**: Text box with a dropdown arrow icon.
- Case Category**: Text box with a dropdown arrow icon.
- Case Type**: Text box with a dropdown arrow icon.
- Case Sub-type**: Text box with a dropdown arrow icon.
- Case Security Group**: Text box with a dropdown arrow icon, circled in red.
- Case Status**: Text box with a dropdown arrow icon.
- Case Flag**: Text box with a dropdown arrow icon.
- Event Type**: Text box with a dropdown arrow icon.
- Created by User**: Text box with a dropdown arrow icon.
- Filed Between**: Two text boxes with dropdown arrow icons, separated by the word 'and'.
- Appear By Between**: Two text boxes with dropdown arrow icons, separated by the word 'and'.
- Create** and **Exit** buttons at the bottom.






## Reference

MNCIS Online Help: Using the List Manager

## Reporting

### Attorney Pending Cases Report (Non MN 2358)

This report provides a list of attorneys who have cases pending before the court. The report does not allow filtering by attorney. Thus, the report results will be extensive. It is strongly recommended that the report be generated with a limited focus – one case category and fewer than all case types – in order to make this report more useful.

Locations	Carver County	
Case Category	All	
Case Type	All	
Case Sub-Type		
As of Date	t	 Wednesday, September 10, 2008
Report Options	<input checked="" type="checkbox"/> Save as CSV	
List Name	Atty Pending Rpt - Patty Test	

If this list name already exists for your user-id, the results of this report will overwrite the existing list.

At the time of this release overview, the report picks up all cases regardless of the current case status. This has been reported as an issue.

#### Notes:

- The list can be exported as a CSV file, which can then be used to create attorney mailing labels using the mail merge function in Excel. Caution is advised: some parties in MNCIS have been marked as an attorney even though the person or agency is not an attorney.
- If the report is too large, (all case types) a run time error will be encountered when loading the list in List Manager. This may also pose a problem in emailing the report.
- If you search by attorney on the Find a Case screen you will also receive all cases regardless of the case status.
- If an attorney has been removed from a case it will not appear on the report.



Report Output:

**Attorney Pending Cases Report**

DEVOC

Case Category: All Case Type: All As of Date: 08/14/2008

Carver County

**AAKER, LIIDA P****166 W BK UNION SKYWAY  
219 19TH AVE S  
MINNEAPOLIS, MN 55455**

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-FX-99-001275	MELISSA R. LEFFEL vs. DANIEL WADE BRABENDER	Family	Expedited Process	07/29/1999	Reopened

Group Count: 1

**ABBOTT, GREGORY  
ANDREW****4601 Excelsior Blvd., Suite 401  
Minneapolis, MN 55416**

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-CV-06-1203	Donald Penn vs Michele Weitzel-Redding aka Michele Weitzel-Green	Civil	Personal Injury	11/16/2006	Open
10-CV-06-1203	Donald Penn vs Michele Weitzel-Redding aka Michele Weitzel-Green	Civil	Personal Injury	11/16/2006	Reopened

Group Count: 2

**ADAM, SARAH JEAN  
BLAZIER****Reiter & Schiller PA  
Academy Professional Building  
25 Dale Street North  
St Paul, MN 55102-2227**

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-CV-08-386	WELLS FARGO BANK, N.A. vs Andrew J. Hess	Civil	Civil Other/Misc.	03/07/2008	Open
10-CV-08-387	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. vs Barbara A. Czech	Civil	Civil Other/Misc.	03/07/2008	Open
10-CV-08-41	U.S. Bank National Association, as Trustee vs. Jillaine M. Werth, Michael P. Werth, John Doe and Mary Roe	Civil	Eviction (UD)	01/10/2008	Open
10-CV-08-463	In the Matter of the Petition of Wells Fargo Bank, N.A. for a New Certificate of Title After Mortgage Foreclosure	Civil	Torrens	03/25/2008	Open
10-CV-08-612	In the Matter of the Petition of Mortgage Electronic Registration Systems, Inc., a Delaware Corporation, for a New Certificate of Title After Mortgage Foreclosure Sale	Civil	Torrens	04/02/2008	Open
10-CV-08-544	Wells Fargo Bank, N.A. vs Daniel A Draheim	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-545	US Bank National Association vs Roy J Labond, Janelle Labond, John Doe, Mary Roe	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-546	HSBC Bank Inc. vs Myron Reich, Jennifer Reich	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-634	In the Matter of the Petition of Mortgage Electronic Registration Systems, Inc., a Delaware corporation, for a New Certificate of Title After Mortgage Foreclosure Sale	Civil	Torrens	04/29/2008	Open
10-CV-08-698	South Point, Inc. vs Andrew Donat, Minnesota State Curb & Gutter, Division of AVR, Inc.	Civil	Civil Other/Misc.	05/05/2008	Open
10-CV-08-961	Wells Fargo Bank, N.A. vs Cathy D Anderson	Civil	Civil Other/Misc.	06/19/2008	Open

Group Count: 53

**Reference**

MNCIS Online Help: Reports, Reports Guide

## Transaction Overpayment Listing Report (Non MN 2413)

This report displays a list of all overpayments within a specified date range. This list can be used to issue refund checks to the individuals who overpaid.

To access the report from Case Manager, click Reporting>Financial Activity

**Transaction Overpayment Listing** Case Manager

Produces a list of cases with overpayment transactions that have a transaction date range.

Clear Memorize

Location: Clay County

Case Category: All

Date Range: Start Date: 07/01/08 Tuesday, July 1, 2008  
End Date: 07/31/08 Thursday, July 31, 2008

Sort Order: Case Number

Report Options: ☒ Save as CSV

Sort Order Options:

Case Number ▼

Case Category

Case Number

Payor Name

Receipt Number

Report Output:

Transaction Overpayment Listing

DEVODYSSEY

Date Range: 07/01/2008 to 07/31/2008

Case Category: All

Sorted By: Case Number

Clay County

Clay County

Case Number	Payor Name	Address	Date	Receipt #	Amount	Curr Balance
14-VB-08-2890	Green Lights Recycling, Inc.		07/07/2008	0014-2008-010023	50.00	50.00
Sub Total:					50.00	50.00
Grand Total:					50.00	50.00

## Notes

- The report output can be saved in CSV format.
- This list can be used to identify all cases in which a refund check should be issued to an individual or company who overpaid an amount due.
- This list can also be used at month-end to verify that all overpayments have been paid out.



## Reference

MNCIS Online Help: Reports, Reports Guide

## Changes to the Pay/Appear Past Due Report (Non MN 2566)

The Pay/Appear Past Due report has two new fields: "Drivers License State" and "Include Cases without a Driver's License". The output of the report is the same as the current version. That is, it does not display driver's license state on the report. Instead, this is a way to further filter the cases included on the report.

These fields allow you to create separate lists of cases that have passed their 'Appear By' date. The report can now be used to segregate cases by state since case updates differ for compact states, non-compact states, and Minnesota. This will allow separate lists to be processed in List Manager.

New input screen:

**D Pay/Appear Past Due Report**

Find cases that have passed their "Appear By" date and optional additional action may be taken. This report can also create a list in List Manager.

**Clear**

Locations: Carver County

Appear By Cutoff Date: t-45 Friday, August 29, 2008

Case Type: Crim/Traf Non-Mand

Case Sub Type:

Case Status: Open

Exclude Cases with Pleas: Not guilty, Guilty

Drivers License State: Wisconsin

Report Options:

- ☒ Include Cases without a Drivers License
- ☐ Exclude Cases with Hearings
- ☐ Exclude Cases with Outstanding Bonds
- ☐ Exclude Cases with Outstanding Warrants

Sort Level # 1: Defendant Name

Sort Level # 2: Appear By Date

Security Groups:

List Name: Pay/Appear - Patty Test

New output view:

**Pay/Appear Past Due Report**

Cutoff Date: 09/29/2008 List Name: Pay/Appear - P Case Status: Open Sorted by: Defendant Name, Appear By Date

Case Manager: 1st Judicial District Carver County

Case #	Defendant	Appear By	File Date	Current Status	Citation #	Charge
10-VB-09-5960	Aguilar, Juan Manuel Rivas	07/29/2008	07/23/2008	Open	348821	1. Drivers License - Driving Without a Valid License or Vehicle Class Type Multiple Licenses Prohibited 2. Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle Misd
10-VB-09-4949	Bartels, Candice Joy	07/21/2008	07/12/2008	Open	344804	1. Traffic Regulation - Prohibitions: Stopping, Parking
10-VB-09-4982	Cottin, Jared Steven	06/11/2008	07/17/2008	Open	51819	1. Inattentive driving
10-VB-09-3258	Cortez Canales, Adana Silvestre	06/12/2008	05/07/2008	Open	61012	1. Drivers' License - Use Fictitious Name/DOB or Male False Stmt when Applying for Driver's License 2. Drivers License - Driving Without a Valid License or Vehicle Class Type Multiple Licenses Prohibited 3. Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle Misd 4. Give Peace Officer False Name/Birthdate/ID Card
10-VB-09-3912	Cortinas, Deborah	06/10/2008	06/03/2008	Open	61160	1. Drivers License - Driving Without a Valid License or Vehicle Class Type Multiple Licenses Prohibited 2. Traffic Regulation - Uninsured Vehicle - Driver Violation 3. Traffic - Duty to Drive with Due Care - Speed Greater than Reasonable
10-VB-09-4288	Cruz, Jacob	06/04/2008	06/19/2008	Open	61827	1. Liquor - Consumption by persons under 21

Old input screen:

Locations	Carver County
Appear By Cutoff Date	1-45 Sunday, July 20, 2008
Case Type	Crim/Traf Non-Mand
Case Sub Type	
Case Status	Open
Exclude Cases with Pleas	Not guilty, Guilty
Report Options	<input checked="" type="checkbox"/> Exclude Cases with Hearings <input type="checkbox"/> Exclude Cases with Outstanding Bonds <input checked="" type="checkbox"/> Exclude Cases with Outstanding Warrants
Sort Level # 1	Case #
Sort Level # 2	
Security Groups	
List Name	Pay/Appear Rpt - Patty Test

Old output view:



# Pay/Appear Past Due Report

Cutoff Date: 07/20/2008

List Name: Pay/Appear Rpt

Case Status: Open

Sorted by: Case #

Case Manager: 1st Judicial District

Carver County

Case #	Defendant	Appear By	File Date	Current Status	Citation #	Charge
10-VB-08-257	Raufman, Angela Larela	03/11/2008	01/18/2008	Open	TX06378	1. Traffic Regulation - Failure to Stop at Stop Signs or Stop Lines at Entrance to Through Highway
10-VB-08-403	Balaska, Kara Ann	02/25/2008	01/18/2008	Open	60177	1. Liquor-Consumption by persons under 21
10-VB-08-457	ARMSTRONG, JEREMY RICK	02/25/2008	01/18/2008	Open	60836	1. Drugs-Possess/Sale Small Amounts of Marijuana
10-VB-08-458	Ellen, Coryann Carol	02/25/2008	01/18/2008	Open	60836	1. Liquor-Consumption by persons under 21 2. Drugs-Possess/Sale Small Amounts of Marijuana
10-VB-08-555	Sabat, Debra Anne	01/29/2008	01/08/2008	Open	62048	1. Snowmobile - Improper Crossing - Fail to Stop at Shoulder or Roadway
10-VB-08-594	GOFF, TIFFANY MICHELLE	03/03/2008	01/08/2008	Open	60904	1. Traffic - Speeding - Exceed Limit
10-VB-08-576	LANDAW, TIMOTHY RYAN	02/11/2008	01/01/2008	Open	338041	1. winter parking
10-VB-08-677	Solar, Timothy Robert	02/11/2008	01/01/2008	Open	339014	1. winter parking violation
10-VB-08-679	GOLDENOW, CAREY ALAN	02/04/2008	01/01/2008	Open	339016	1. no parking zone
10-VB-08-694	Olsen, Aaron Richard	03/03/2008	01/01/2008	Open	60906	1. Traffic - Speeding - Exceed Limit

## Reference

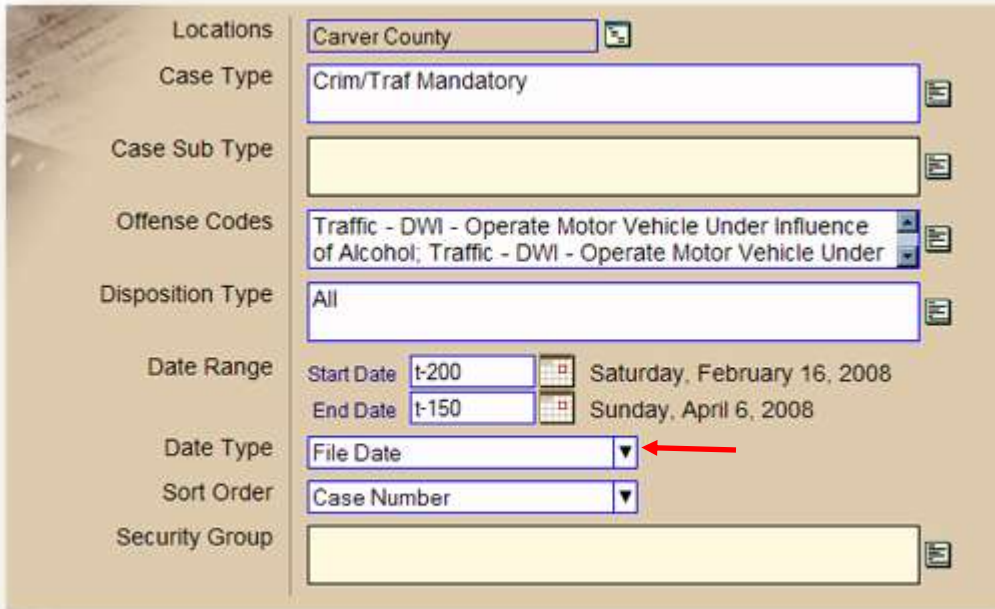
MNCIS Online Help: Generating Batch Notices



## Changes to Disposition by Offense Code Report (Non MN 2569)

The Disposition by Offense Code report has been updated to include 'File Date' in the Date Type field. The report has also been updated with a File Date column. This report allows you to find disposed cases within a specified 'file date' range. It can be used for providing information to business partners.

New input screen:



The new input screen is a web-based form with a light tan background. It contains the following fields and controls:

- Locations:** A text box containing "Carver County" with a small icon to its right.
- Case Type:** A text box containing "Crim/Traf Mandatory" with a small icon to its right.
- Case Sub Type:** An empty text box with a small icon to its right.
- Offense Codes:** A text box containing "Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol; Traffic - DWI - Operate Motor Vehicle Under" with a small icon to its right.
- Disposition Type:** A text box containing "All" with a small icon to its right.
- Date Range:** Two date pickers. The first is labeled "Start Date" and shows "t-200" with a calendar icon; the second is labeled "End Date" and shows "t-150" with a calendar icon. To the right of these are the dates "Saturday, February 16, 2008" and "Sunday, April 6, 2008".
- Date Type:** A dropdown menu showing "File Date". A red arrow points to this dropdown.
- Sort Order:** A dropdown menu showing "Case Number".
- Security Group:** An empty text box with a small icon to its right.

Old input screen:



The old input screen is a web-based form with a light tan background. It contains the following fields and controls:

- Locations:** A text box containing "Carver County" with a small icon to its right.
- Case Type:** A text box containing "Crim/Traf Mandatory" with a small icon to its right.
- Case Sub Type:** An empty text box with a small icon to its right.
- Offense Codes:** A text box containing "Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol; Traffic - DWI - Operate Motor Vehicle Under" with a small icon to its right.
- Disposition Type:** A text box containing "All" with a small icon to its right.
- Date Range:** Two date pickers. The first is labeled "Start Date" and shows "t-200" with a calendar icon; the second is labeled "End Date" and shows "t-150" with a calendar icon. To the right of these are the dates "Saturday, February 16, 2008" and "Sunday, April 6, 2008".
- Date Type:** A dropdown menu showing "Date Entered". A red arrow points to this dropdown.
- Sort Order:** A dropdown menu showing "Case Number".
- Security Group:** An empty text box with a small icon to its right.

New output view:

**Dispositions by Offense Codes** DEVOLYSSEY

Date Range: 02/16/2008 to 04/06/2008 Date Type: File Date Sorted by: Case Number Offense Codes: Traffic - DWI - Operate Motor Vehicle Under

1st Judicial District Carver County

Carver County

Case Number	File Date	Defendant	Date of Birth	Offense Date	Offense Statute	Degree / Offense	Disp Date	Disp Type
10-CR-06-116	02/19/2008	ROZELLE, NATHAN LEE	06/15/1980	02/16/2008	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/07/2008	Convicted
10-CR-06-119	02/20/2008	LATTERNER, BRET KENNETH	09/03/1967	02/19/2008	169A.20, 1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	03/19/2008	Convicted
				02/19/2008	171.24 Subd. 5	Gross Misdemeanor/ Traffic-DL-Driving after cancellation-initial to public safety	03/19/2008	Convicted
				02/19/2008	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/19/2008	Dismissed
				02/19/2008	169A.20, 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/19/2008	Dismissed
10-CR-06-121	02/22/2008	GIESEN, JEREMY RAY	11/05/1983	02/19/2008	169A.20, 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/03/2008	Convicted
				02/19/2008	169A.20, 2	Gross Misdemeanor/ Traffic - DWI - Refuse to Submit to Chemical Test	03/03/2008	Dismissed
10-CR-06-121	02/22/2008	High, Kenneth Lynn	01/13/1981	02/13/2008	169A.20, 1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/25/2008	Convicted
10-CR-06-124	02/22/2008	WEEDA, BRENTON ROBERT	12/02/1987	12/29/2007	169A.20, 1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	05/30/2008	Convicted

Old output view:

**Dispositions by Offense Codes** QAODYSSEY

Date Range: 02/16/2008 to 04/06/2008 Date Type: Date Entered Sorted by: Case Number Offense Codes: Traffic - DWI - Operate Motor Vehicle

1st Judicial District Carver County

Carver County

Case Number	Defendant	Date of Birth	Offense Date	Offense Statute	Degree / Offense	Disp Date	Disp Type
10-CR-06-481	Skuba, Rhonda Jo	03/29/1985	05/19/2006	169A.27.1	Misdemeanor/ Traffic - DWI - Fourth-Degree Driving While Impaired; Described	02/15/2008	Convicted
			05/19/2006	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/15/2008	Dismissed
10-CR-07-113	Noteman, Mark James	12/15/1963	01/26/2007	169.13.2	Misdemeanor/ Traffic - Careless Driving	02/16/2008	Convicted
			01/26/2007	169A.20, 1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/16/2008	Dismissed
			01/26/2007	169.16.1	Petty Misdemeanor/ Traffic Regulation - Keep to the Right	02/16/2008	Dismissed
10-CR-07-268	Knish, Renee Lee Knish, Renee	06/22/1977	04/05/2007	169A.20, 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Convicted
10-CR-07-718	Loomis, Jason Robert Loomis, Jason Robert	08/18/1984	09/09/2007	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/19/2008	Convicted
			09/09/2007	169A.20 Subd. 1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	02/19/2008	Dismissed
10-CR-07-894	STODDARD, DANIEL PHILLIP	11/07/1985	10/07/2007	169A.20 Subd. 1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Convicted
			10/07/2007	169A.20 Subd. 1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	02/20/2008	Dismissed
			10/07/2007	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Dismissed



## Fee by Fee Schedule Report (Non MN 3015)

This report provides a listing of all payment transactions for fee codes by fee schedules within a specified date range. The report is accessed from Case Manager Reporting>Financial Activity.

Locations	Carver County
Date Range	Start Date t-45 Sunday, July 27, 2008 End Date t-30 Monday, August 11, 2008
Case Category	All
Criminal Fee Schedules	Certified Copies - Multiple; Certified Copy - Single
Civil Fee Schedules	Certified Copy - Single; Certified Copies - Multiple
Family Fee Schedules	Certified Copies - Multiple; Certified Copy - Single
Probate Fee Schedules	Certified Copies - Multiple; Certified Copy - Single
Miscellaneous Fee Schedules	Misc Certified Copies - Multiple; Misc Certified Copy - Single
Report Options	Both
	<input checked="" type="checkbox"/> Save as CSV

**Note:** This statistical report will provide information to court managers and supervisors as to increases or decreases in certain types of requests (e.g. copies or writs of execution) when a fee is charged *and* when the charge is connected to a case. **This report cannot compile statistics which include miscellaneous fees (any fee not connected to a case).**

## Report Output Detail:

DEVODYSSEY

Fee by Fee Schedule Report		
Date Range: Tuesday, January 01, 2008 - Thursday, January 31, 2008		Fee Schedule: CERTCOPYM,CERTCOPYC,CERTCOPY,CERTCOPYMCI
Nodes: Carver County		
Certified Copies - Multiple (Civil)		
Carver County		
Fee Code	Fee Code Description	Amount
CERTCOPY	Certified Copy	40.00
Total Number of Payment Transactions: 2		40.00
Grand Total Number of Payment Transactions: 2		40.00
Certified Copies - Multiple (Family)		
Carver County		
Fee Code	Fee Code Description	Amount
CERTCOPY	Certified Copy	380.00
Total Number of Payment Transactions: 16		380.00
Grand Total Number of Payment Transactions: 16		380.00

## Report Output Summary:

Nodes: Carver County		
Fee Schedule	Fee Schedule Count	Amount
Certified Copies - Multiple (Civil)	2	40.00
Certified Copies - Multiple (Family)	16	380.00
Certified Copies - Multiple (Probate or Mental Health)	8	280.00
Certified Copy - Single (Civil)	12	120.00
Certified Copy - Single (Family)	37	370.00
Certified Copy - Single (Probate or Mental Health)	2	20.00
Misc. Certified Copies - Multiple (Miscellaneous)	5	170.00
Misc. Certified Copy - Single (Miscellaneous)	12	120.00
Total Number of Payment Transactions:	94	1,500.00

## Reference

MNCIS Online Help: Reports. Reports Guide

## Changes to Till Balance Report (Non MN 3018)

The Till Balance report has additional options: "Entered By", "Include Tender Method Detail", and "Include Overpayment Detail". It also has new sort options: "By Cashier, by AuditID" and "By Cashier, by Receipt Number".

- Entered By field: allows you to select the cashier(s) for whom you are processing the report. If you do not select a cashier, the report does not filter the report output based on the cashier name.
- Include Tender Method Detail: displays the reference number and amount of each transaction on the report. It will now display a subtotal for each group; (till/cashier), and a grand total at the end of the report.
- Include Overpayment Detail: includes the amount of the overpayment on a transaction if change was not issued. It will display subtotals by group (till/cashier), and a grand total at the end of the report.

New input screen:

Old input screen:

New output view:

**Till Balance and Transaction Report** DEV00133EV

Closed Date Range: 6/2/2008 to 6/13/2008      Sort: By Till, By Cashier

Cashier: All Users

Till Adjustment: A,H,A,D,C

Carver Co

AH

**General Till Information**

Location	Assigned To	Date Created	Date Closed	Date Deposited
AH		6/2/2008	6/2/2008	6/2/2008

**Till Detail**

	CASH	CHECK	CREDIT
Tender Methods	CASH	CHECK	CR
Receipt 0010-0005-07145 for 10-08-05-0528 at 06/02/2008 01:14:18 (Receipt ID 161340000) by Holmes, AH			112.00
CR # 161340000			112.00
<b>Till Totals</b>	112.00	0.00	112.00
<b>Transaction Totals</b>	112.00	0.00	112.00
<b>(Short) / Over</b>	0.00	0.00	0.00
<b>Overpayment Totals</b>	0.00	0.00	0.00
<b>Tender Totals</b>	1	0	1

**Adjustments Affecting Receipted Transactions**

None	
<b>Adjustment Totals</b>	0.00

Old output view:

**Till Balance and Transaction Report** STATE OF MINNESOTA

Date Range: 6/2/2008 - 6/13/2008

AH, AD

AH

**General Till Information**

Location	Assigned To	Date Created	Date Closed	Date Deposited
AH	Holmes	6/2/2008	6/2/2008	6/2/2008

**Till Detail**

	CASH	CHECK	CREDIT
Tender Methods	CASH	CHECK	CR
Receipt 0010-0005-07145 for 10-08-05-0528 at 06/02/2008 01:14:18 (Receipt ID 161340000) by Holmes			112.00
<b>Till Totals</b>	112.00	0.00	112.00
<b>Transaction Totals</b>	112.00	0.00	112.00
<b>(Short) / Over</b>	0.00	0.00	0.00

**Adjustments Affecting Receipted Transactions**

None	
<b>Adjustment Totals</b>	0.00

## Reference

MNCIS Online Help: Reports Guide

## Individual Trust Detail Report (Non MN 3042)

This newly added report provides a list of all trust activity for an individual or an investment account on a case. This release also includes the ability to produce a report from within a case; the report compiles all cases for a party or an account number. Access the report from Case Manager Reporting>Registry and Trust.

### Notes:

- If more than one party record exists you will need to make sure you select the one associated to the case with the investment account.
- When searching, the party name or Investment Account Number may be searched. The fields are mutually exclusive.

The screenshot shows a web-based form titled "Individual Trust Detail Report" with a "Case" button in the top right corner. Below the title is a subtitle: "Show all trust activity for an individual or an investment account on a case". There are two buttons, "Clear" and "Mem", to the right of the subtitle. The form contains several input fields and checkboxes:

- Location:** A dropdown menu with "Carver County" selected.
- Party:** A text input field containing "LUSE, DAVID K".
- Investment Account Number:** An empty text input field.
- Case Category:** A dropdown menu with "Civil" selected.
- Case Type:** A dropdown menu with "All" selected.
- Case Sub-type:** An empty dropdown menu.
- Include Cases Without a Sub-type:** A checkbox that is currently checked.
- Financial Category:** A dropdown menu with "All" selected.
- Registry Account Types:** A dropdown menu with "all" selected.
- Report Options:** A checkbox labeled "Save as CSV" which is currently unchecked.

## Report Output:

Individual Trust Detail Report

DEVODYSSEY

Party: LUSE, DAVID K. Case Category: Civil/Criminal/Family/Probate or Mental Health Case Type: All

Nodes: Carver County

LUSE, DAVID

10-C2-00-000550

STATE OF MINNESOTA, BY MIKE HATCH, ITS ATTORNEY GENERAL VS. CREEK FIVE ASSOCIATES ET AL

Uninvested Detail Transactions

Acct ID / Date	Description	Ref's	Payer / Payee / Bank	Receipt #	Admin Fees (not in Balance)	Deposit	Withdrawal	Balance
1600086896								
12/11/2001	Converted External Registry Deposit		LUSE, DAVID K.	01016913		333,000.00		333,000.00
1600081480								
12/04/2001	Trust Disbursement		LUSE, DAVID K.				339,500.00	3,500.00
1600086603								
01/22/2002	Converted External Registry Deposit		LUSE, DAVID K.	02001006		198.44		3,698.44
1600091206								
04/18/2002	Converted External Registry Deposit		LUSE, DAVID K.	02005711		12.49		3,710.93
1600097974								
09/04/2002	Converted External Registry Deposit		LUSE, DAVID K.	02012963		11.76		3,722.69
1600101341								
11/14/2002	Converted External Registry Deposit		LUSE, DAVID K.	02016310		11.73		3,734.42
1600104748								
01/29/2003	Converted External Registry Deposit		LUSE, DAVID K.	03001279		11.21		3,745.63
1610018327								
08/11/2003	Non-Cash Trust Disbursement		Converted Investment Bank				3,745.63	0.00

Investment Detail

Bank	Investment Type	Investment Term	Account Number	Maturity Date	Interest Rate	Compound Interest Calc Period
Any Minnesota Bank	Bank Savings				1.51 %	Monthly

**Note:** As noted previously, a Registry and Trust Transaction Detail can also be produced from the Financial tab of a case. The report from within a case is not rights-enabled; the report from the Reports menu is rights enabled.

## Reference

MNCIS Online Help: Reports, Reports Guide



## New Case Assignment Report (Non MN)

The new Case Assignment Report displays a listing of cases filed within a specified date range with **no** judicial officer assigned. The user also has the option to include or exclude certain event types and exclude case flags. The report is list manager enabled. The report is accessed from Court Administration Reports.

**Case Assignment Report** Case Manager - Financial

Displays a listing of cases with no judicial officer assigned and with or without certain event types. This report can also create a list of cases for use in List Manager.

Clear Memorize Recall

Locations: Carver County

Date Range: Start Date 1/16/2007 Tuesday, January 16, 2007  
End Date 1/16/2007 Tuesday, January 16, 2007

Case Category: Civil

Case Type: Eviction (UD)

Include Event Types: Summons

Exclude Event Types:

Exclude Case Flags:

Sort Order: Case Number

List Name: Case Assignment Report

If this list name already exists for your user-id, the results of this report will overwrite the existing list.

### Judicial Pending Report

DEVODYSSEY

Date Range: 01/16/2007 to 01/16/2007 Case Category: Civil Case Types: Eviction (UD) Sorted Order: Case Number  
Include Event Types: Summons  
Exclude Event Types:

Carver County

Carver County

Case Number	Filing Date	Case Type	Case Style	Case Flag
10-CV-07-45	01/16/2007	Eviction (UD)	BRANDONDALE LTD vs Coy Berg	No
10-CV-07-47	01/16/2007	Eviction (UD)	Brandondale LTD vs Cesar Caro Payan	No

Total (Unassigned Cases): 2

Grand Total (Unassigned Cases): 2

**Notes:**

- The results display a different report name.
- The existing Judicial Pending Assignment report includes a checkbox to include unassigned cases, but it is not List Manager enabled.

**Judicial Pending Assignment** Case Manager

Displays the number of days that a judicial officer's cases have been active.

Clear Memorize

Locations: Dodge County

Case Category: Civil

Case Type: All

Case Sub-Type:

☐ Include Cases Without a Sub-Type.

Active Case Statuses: Open, Reopened

Judicial Officers: Agerter, Lawrence

☒ Include Unassigned Cases

Include Cases with Future Hearing Types:

Display Case Events:

Report Options: Run Summary Only

☐ Create a Summary per Judicial Officer

☐ Insert Page Break Between Judicial Officers

☐ Insert Page Break Between Case Categories

☐ Include Related Cases

**Reference**

MNCIS Online Help: Reports, Reports Guide

## Registry and Trust Transaction Report (Non MN)

The new Registry and Trust Transaction Report provides a listing of invested and uninvested Registry and Trust account transactions for a specified date range.

### Date Types

- Transaction Date - the report output will include transactions where the date of the transaction falls within the Date Range.
- Deposit Date - the report output will include transactions where the date of the deposit falls within the Date Range.

**Note:** When "Deposit Date" is selected, only transactions that affect the till will be included, (i.e. the report will exclude bank disbursements and adjustments for external deposits, interest payments or bank charges, etc.)

### Save as CSV

When the "Summary and Detail" report option is selected, two CSV files will be created, one for each option.

**Registry and Trust Transaction Report** Case Manager Financial M

The Registry and Trust Transaction Report will provide a listing of invested and uninvested Registry and Trust account transactions for a specified date range.

Clear Memorize Recall

Locations: Anoka County

Date Range: Start Date: 4/1/2008 Tuesday, April 1, 2008  
End Date: 6/30/2008 Monday, June 30, 2008

Case Category: All

Financial Category: Registry

Registry Account Types: All

Date Type: Transaction Date

Report Options: Summary And Detail

☒ Save as CSV  
☐ Group By Location

**Report Output:**

Transaction Date

**Registry and Trust Transaction Report**

DEVODYSSEY

Date Range: 04/01/2008 - 06/30/2008 Case Category: All Financial Category: Registry Registry Account Type: All  
 Date Type: Transaction Date Report Option: Summary And Detail

Location: Anoka County

Transaction Date	Deposit	Withdrawal	Interest	Transaction Type	Case #	Comments	User ID
04/01/2008		30,000.00		Uninvested	02-C6-06-005684	02-C6-06-5684	ChaffeeL
04/01/2008		1,219.00		Uninvested	02-CV-08-1772	02-CV-08-1772/Rent Escrow	ChaffeeL
04/01/2008	230,000.00			Invested	02-C6-07-002154	State of MN	PortuguesS
04/02/2008	500.00			Uninvested	02-C9-06-007901		ChaffeeL
04/03/2008		500.00		Uninvested	02-F6-96-007559	02-F6-96-7559/Appeal Bond	ChaffeeL
04/07/2008	1,560.00			Uninvested	02-CV-08-2114		ChaffeeL
04/08/2008			(0.06)	Invested	02-C0-05-005296	wrong account	PortuguesS
04/08/2008			(28.01)	Invested	02-C6-07-002154		PortuguesS
04/09/2008		(719.00)		Uninvested	02-CV-08-1772	to be reissued affidavit of lost check received	HigginsW
04/09/2008		719.00		Uninvested	02-CV-08-1772	02-CV-08-1772/Rent Escrow Reissue040908	ChaffeeL
04/10/2008	1,170.00			Uninvested	02-CV-08-2104		ChaffeeL
04/10/2008	202.27			Uninvested	02-CV-08-12	Interest accrued	PortuguesS
04/15/2008	1,250.00			Uninvested	02-CV-08-2222		ChaffeeL
04/15/2008	2,950.00			Uninvested	02-CV-08-2215		ChaffeeL
04/15/2008		1,410.00		Uninvested	02-CV-08-2114	02-CV-08-2114/Rent Escrow	ChaffeeL
04/15/2008		150.00		Uninvested	02-CV-08-2114	02-CV-08-2114/Rent Escrow	ChaffeeL
04/15/2008		12,000.00		Uninvested	02-CV-08-1012	02-CV-08-1012/Rent Escrow	ChaffeeL
04/18/2008			15.67	Invested	02-C7-05-004274		PortuguesS
04/18/2008		67,484.68		Invested	02-C7-05-004274	Per court order dated 032808	PortuguesS
04/21/2008	950.00			Uninvested	02-CV-08-2402		ChaffeeL

Deposit Date

**Registry and Trust Transaction Report**

DEVODYSSEY

Date Range: 04/01/2008 - 06/30/2008 Case Category: All Financial Category: Registry Registry Account Type: All  
 Date Type: Deposit Date Report Option: Summary And Detail

Location: Anoka County

Transaction Date	Deposit	Withdrawal	Interest	Transaction Type	Case #	Comments	User ID
04/02/2008	500.00			Uninvested	02-C9-06-007901		ChaffeeL
04/07/2008	1,560.00			Uninvested	02-CV-08-2114		ChaffeeL
04/10/2008	1,170.00			Uninvested	02-CV-08-2104		ChaffeeL
04/10/2008	202.27			Uninvested	02-CV-08-12	Interest accrued	PortuguesS
04/15/2008	1,250.00			Uninvested	02-CV-08-2222		ChaffeeL
04/15/2008	2,950.00			Uninvested	02-CV-08-2215		ChaffeeL
04/21/2008	950.00			Uninvested	02-CV-08-2402		ChaffeeL
04/21/2008	500.00			Uninvested	02-F4-01-007186		ChaffeeL
04/29/2008	3,165,000.00			Uninvested	02-CV-08-676	Order date 4/22/08	PortuguesS

**Reference**

MNCIS Online Help: Reports, Reports Guide

## Trust Account Owners Report (Non MN)

The new Trust Account Owners Report provides a listing of trust accounts and the associated owner (beneficiary) data with a balance as of a specified date. This report can be used to verify the accounts for each account owner.

- Renewal Type - All Renewal, Automatic, Manual
- Sort Order - Account Owner, Location Description, Maturity Date
- Report Options (Primary) - All Trust Owners, Minors
- Report Options (Secondary) - All Trust Accounts, Invested Only, Uninvested Only

D Trust Account Owners Report
Case Manager Financial

Provides a listing of trust accounts and the associated owner data with a balance as of the run date of the report.

Clear Memorize Recall

Location
As of Date
Case Category
Financial Category
Account Type
Investment Type
Renewal Type
Bank
Sort Order
Report Options

Carver County
07/31/2008 Thursday, July 31, 2008
All
Registry
Non-Cash Trust in Safekeeping; Non-Cash Trust in Safekeeping; Non-
Annuity; Bank Notes; Bank Savings; Certificate of Deposit; Government Bills and Bonds; Managed
All Renewal Types
Any Minnesota Bank; Out of State Banks; Security Bank
Account Owner
All Trust Owners
All TrustAccounts
☒ Save as CSV
☒ Group by Location

**Report Output:****Trust Account Owners Report**

DEVODYSSEY

Date: 07/31/2008 Case Category: All Financial Category: TRUST Registry Type: SAFEKEEPFM, SAFEKEEPPR, SAFEKEEPCV, SAFEKEEPCR Bank: ANYMN.000000337 SECBANK

Location: Carver County

**Carver County**

Case Number	Account Owner DOB	Address	Bank Name Account #	Investment Date	Maturity Date	Balance
10-C8-01-001325	Matthew Bartlett 09/13/1997	5590 Harding LN Shorewood, MN 55331	Any Minnesota Bank	04/16/2002		\$1,321.98
10-C8-01-001325	Matthew Bartlett 09/13/1997	5590 Harding LN Shorewood, MN 55331				\$1,321.98
10-CX-99-002023	CHASKA, CITY OF		Any Minnesota Bank	04/05/2000		\$8,398.93
10-P9-95-000836	NICHOLAS S. CHRISTIANS	868 SE 19TH ST. FOREST LAKE, MN 55025	Any Minnesota Bank	07/31/1996		\$9,366.09
10-P9-95-000836	NICHOLAS S. CHRISTIANS	868 SE 19TH ST. FOREST LAKE, MN 55025				\$9,366.09

**Reference**

MNCIS Online Help: Reports, Reports Guide



## Trust Disbursement Report (Non MN)

The Trust Disbursement Report provides a detailed breakdown of checks for trust disbursements that have been issued (exported and printed) or voided. The ability to break and group the data by fee code and check type is available.

- Check Type - Bail, Bank Charge, Bank Charge/Miscellaneous Fees, Fines/Fees Disbursements, Misc Fees, Non Cash Trust, Restitution Trust.
- Source - Issued and Voided Checks, Issued Checks, Voided Checks

**Caution:** Although a fee code is not required to run the report, if you do not select a fee code(s), you will receive output that indicates "no records match the selection criteria."

**D Trust Disbursement Report** Case Manager Financial

Provides a detailed breakdown of checks for trust disbursements that have been issued (exported and printed) or voided. The ability to break and group the data by fee code and check type will be provided.

Clear Memorize Recall

Location: Anoka County

Date Range: Start Date: 1/31/2008 Thursday, January 31, 2008  
End Date: 7/31/2008 Thursday, July 31, 2008

Check Number Range: Start:   
End:

Case Category: All

Criminal Fee Codes: Bail

Civil Fee Codes:

Probate or Mental Health Fee Codes:

Family Fee Codes:

Check Types: Bail Disbursement

Source: Issued and Voided Checks

Report Options: ☒ Break by Check Type  
☒ Subtotal by Fee Code  
☒ Save as CSV

**Report Output: (Bail Disbursement – Issued and Voided)**

Page 1

**Trust Disbursement Report**

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

[Bail Disbursement](#)

Check #	Case #	Check Date / Orig Date	Payee	Fee Code	Source	Exported By	"Voided"	Comments	Amount
23408	10-CR-07-764	02/19/2008	Roger Keith Cressy	BAIL	Individual	WormR		10Cr07764, bail refund	\$450.00
23409	10-CR-07-589	02/19/2008	JOSEPH ALLEN W	BAIL	Individual	WormR		10Cr07589, bail refund	\$318.00
23411	10-CR-07-626	02/19/2008	Francisco Javier Jai	BAIL	Individual	LahIP		CR07626 bail to fine refund balance	\$218.00
23412	10-CR-05-8	02/20/2008	William Nyabuti Nya	BAIL	Individual	LahIP		CR058 resent check for bail refund, 1st ck lost in the mail	\$102.00
23484	10-CR-07-709	02/22/2008	DAVID RUSSELL N	BAIL	Individual	WormR		10cr07709, bail refund	\$40.00
23485	10-CR-07-905	02/22/2008	DAVID RUSSELL N	BAIL	Individual	WormR		10Cr07905, bail refund	\$268.00
23486	10-CR-06-443	02/22/2008	Carver County Soc	BAIL	Individual	WormR		10Cr06443, bail Darrin Orloff	\$950.00
23489	10-CR-06-370	02/22/2008	Derek Christopher F	BAIL	Individual	WormR		10cr06370, bail refund	\$450.00
23490	10-CR-07-718	02/22/2008	Jason Robert Loom	BAIL	Individual	WormR		10CR07718, bail refund	\$118.00
23491	10-CR-06-682	02/22/2008	Aaron Paul Simons	BAIL	Individual	WormR		10Cr06682, bail refund	\$368.00
23492	10-CR-07-894	02/22/2008	DANIEL PHILLIP S'	BAIL	Individual	WormR		10Cr07894, bail refund	\$43.00
23497	10-CR-03-558	02/28/2008	TROY ALLEN MEN	BAIL	Individual	LahIP		Bail refund CR03558	\$10,000.00
Total Number of Checks									12
Total									\$13,325.00

Page 2

**Trust Disbursement Report**

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

[Bail Disbursement - Voids](#)

Check #	Case #	Check Date / Orig Date	Payee	Fee Code	Source	Exported By	"Voided"	Comments	Amount
23139	10-CR-05-8	02/20/2008 12/07/2007	William Nyabuti Nya	BAIL	Void	LahIP		Lost in the mail	(\$102.00)
Total Number of Voids									1
Total									(\$102.00)

Page 3

**Trust Disbursement Report**

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

Grand Total Number of Checks	12
Grand Total Number of Voids	1
Grand Total	\$13,223.00

**Reference**

MNCIS Online Help: Reports, Reports Guide

## Calendars and Scheduling

### Using Defendant Count Checkbox (Non MN 1997)

A new option to display the defendant count is available when adding or modifying court sessions. This will display the number of defendants/respondents that appear on that court session.

**Modify Court Session**

**Session Details**

Session Name:

Date:

Start Time:  End Time:

Case Category:

Hearing Type:

Hearing Group:

Resources:

Session Type:

Maximum:

Hearings Per Attorney:

Multiple Hearings for Same Case:

☒ Display Defendant Count

**Capacity Details**

Hearing Start At:

Intervals:  minutes

Limit Based On:

# of Hearings:  Overbook Limit:

Sort Order:

☒ Ignore Duplicate Cases

☐ Ignore Duplicate Defendants

☒ Allow Close Prior to Capacity

If checked, the Defendant Count displays on the court session.

**Court Session** Case Manager Financial Manager

Court Session: DS T

Date: Thursday, September 11, 2008

Calendar: Kandiyohi County

Time: 8:30 AM - 5:00 PM

Resources: Spilseth, Donald M.  
Streed, Wendy

☒ Show Rescheduled Hearings

☒ Show Resulted Hearings

Capacity: 7 of 10

**Defendant Count 7**

[Filter](#) [Clear Filter](#) [Create List](#) [Reorder Hearings](#) [Close Session](#) [Print Notices](#)

8:30 AM	Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark	+
1	Court Trial	34-FA-08-24 In the Marriage of Paula Marie Dolby vs	P <a href="#">HANSON</a> R <a href="#">BRANDT</a>				

**Note:** This feature only counts the base party type defendant (which includes respondent). As shown below, case number 8 does not count as that case does not have defendants.

Court Session: <a href="#">DS I</a> Date: Thursday, September 11, 2008 Resources: Spilseth, Donald M. Streed, Wendy		Calendar: Kandiyohi County Time: 8:30 AM - 5:00 PM <input checked="" type="checkbox"/> Show Rescheduled Hearings <input checked="" type="checkbox"/> Show Resulted Hearings Capacity: 8 of 10 Defendant Count: 7					
<a href="#">Filter</a> <a href="#">Clear Filter</a> <a href="#">Create List</a> <a href="#">Reorder Hearings</a> <a href="#">Close Session</a> <a href="#">Print Notices</a> <a href="#">W</a> <a href="#">U</a>							
Time	Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark	+
8:30 AM	1 Court Trial	<a href="#">34-FA-08-24</a> In the Marriage of Paula Marie Dolby vs	P <a href="#">HANSON</a> R <a href="#">BRANDT</a>				x
	2 Jury Trial	<a href="#">34-CR-05-2042</a> WEST, CHARLENE LYNN	J <a href="#">KALLESTAD</a> D <a href="#">HOLBROOK</a>				x
	3 Jury Trial	<a href="#">34-CR-08-854</a> NOOR, ALI HASSAN	J <a href="#">RONNING</a> D <a href="#">LIEDMAN</a>				x
	4 Jury Trial	<a href="#">34-CR-08-819</a> MEAD, JONATHAN ROY	J <a href="#">RONNING</a> D <a href="#">LIEDMAN</a>				x
	5 Jury Trial	<a href="#">34-CR-07-2179</a> Swanson, Tami RaNee	J <a href="#">KALLESTAD</a> D <a href="#">STONEBURNER</a>				x
	6 Jury Trial	<a href="#">34-VB-08-1410</a> RUTER, JOSHUA STEVEN	J <a href="#">BAKER</a> D <a href="#">THALBERG</a>				x
	7 Jury Trial	<a href="#">34-CR-08-505</a> SKOBLIK, JOSHUA RICHARD	J <a href="#">OLSON</a> D <a href="#">FISCHER</a>				x
	8 Jury Trial	<a href="#">34-CV-08-394</a> Trudy J. Deitz vs. The unknown heirs of	P <a href="#">SCHMIDT</a>				x

## Reference

MNCIS Online Help: Setting Up Court Sessions

## Add Next Hearing Button Updated (Non MN 2384)

An enhancement has been made to the Add Hearing dialog that will save time when you need to schedule multiple hearings. Now, each hearing you add is automatically saved when you click on the new **Add Next** (ALT+N) button and the fields are cleared so you can schedule the next hearing. (Previously, you were required to click on the **Save** button (Alt+S), which saved the hearing and returned you to the Court Session page.)

1. Click on the plus sign on the Court Session header to access the Add Hearing dialog.



2. After choosing Add Next, the hearing is added to the session and "Add Hearing" is cleared. However, after entering another case number, the hearing type is populated with the hearing type last used (unless that hearing type is not available to the new case).

**Note:** The new Add Next button displays when you click on the plus sign to add a new hearing on the session or when you right-click on a defendant and select Schedule Hearing for Another Case."

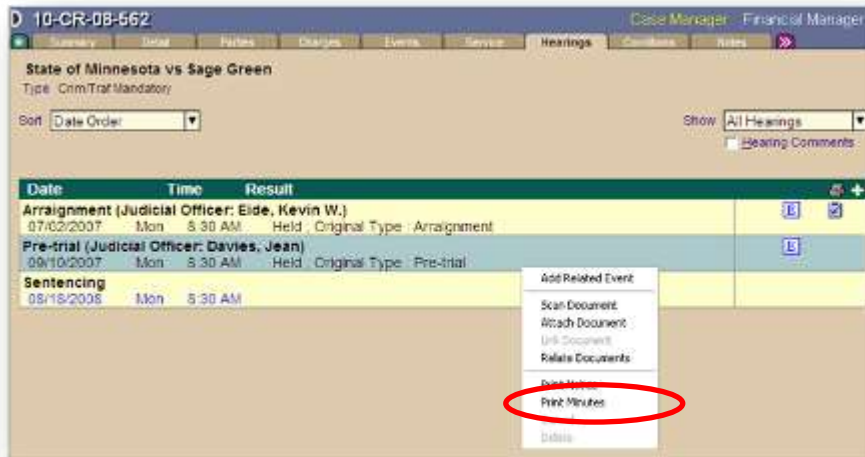
## Reference

MNCIS Online Help: Adding Hearings from the Court Session

## Printing Minutes from the Case Hearings Tab (Non MN 3014)

When printing minutes from the Hearings tab, select parties is no longer required.

To perform this function, right-click on a hearing and select **Print Minutes**. Only the settings for this hearing will print.



The Parties field is not a filter unless specific parties are selected using the Parties picker.



## Reference

MNCIS Online Help: Print Hearing Minutes from Hearings Tab



## Administration

### Preventing Duplicate Case Numbers (Non MN 1603)

This feature prevents reuse of case numbers. By taking advantage of the feature, problems created by duplicate case numbers will be prevented in the future.

Manual assignment of case numbers requires a right and this right is very restricted. The restriction is necessary due to the precise format which must be followed and the potential problems for the MNJAD data warehouse and business partners.

If a MNCIS user has the right, they may select Manual in the "Add a Case" dialog and insert a case number.

A screenshot of a software dialog box titled "Case Assignment". It features a text input field labeled "Case Number" and a checkbox labeled "Manual" which is checked.

If a case number is added that already exists in MNCIS, the message below is presented. Although it appears to be only a warning, save cannot be completed until a number is inserted which does not exist in MNCIS.



**Note:** If a case has been deleted or expunged, the case number can be reused.

This only prevents reuse of case numbers in the same node. An existing case number can be manually assigned to a case at another node.

## Public Access

### Viewing Additional Service Information (Non MN 2541)

The service returned date in Case Manager now displays on the Register of Actions in Public Access.

#### Notes:

- The returned service date does not appear for court users.
- In MPA it will display "returned unserved" on the Register of Actions if a returned date is entered, but no date is entered in the Service Date field.
- This would include victim information if attached to the service even if the victim is added as a participant.
- Not everyone uses this tab or enters this information in MNCIS.

New MPA ROA view:

CHARGE INFORMATION	
Charges: Austen, Jane	
1. Disorderly Conduct	
EVENTS & ORDERS OF THE COURT	
OTHER EVENTS AND HEARINGS	
08/05/2008	Complaint Warrant
08/05/2008	Summons
Austen, Jane served 08/05/2008 returned 08/08/2008 response received 08/10/2008	
08/10/2008	Affidavit-Other

New Modify Service Tracking dialog:

**Modify Service Tracking**

**Service Details**

Name: Austen, Jane

Address: 1201 E Lake ST  
Minneapolis, MN 55407

Person to Serve: Austen, Jane

**Tracking Details**

Volume:  Page:  # of Pages:

Anticipated Method: In-Person

Anticipated Server:

Service Date: 08/05/2008 Time:

Return Date: 08/08/2008 Time:

Actual Server:

Serving Officer:

How Served?: In-Person

Mileage:

Comment:

Buttons: [Unresponded] [Save] [Exit]

Old MPA ROA view:

<b>Charges: Austen, Jane</b>	
1. Disorderly Conduct	
<b>EVENTS &amp; ORDERS OF THE COURT</b>	
<b>OTHER EVENTS AND HEARINGS</b>	
07/14/2008	Complaint Warrant
07/15/2008	Summons
07/15/2008	Summons
Austen, Jane served 07/29/2008	

Old Modify Service Tracking dialog:

Modify Service Tracking		
<b>Service Details</b>		
Name	Austen, Jane	
Address	1201 E Lake ST Minneapolis, MN 55407	
Person to Serve	Austen, Jane	
<b>Tracking Details</b>		
Volume	Page	# of Pages
Anticipated Server		
Service Date	07/29/2008	Time
Return Date	08/02/2008	Time
Actual Server		
Serving Officer		
How Served?		
Mileage		
Comment		
<b>Response Save Exit</b>		

## Reference

MNCIS Online Help: Service Tracking Information